

Need an assistant?

But not full time.... We Can Help

Virtual REAL ESTATE Assistant

Solutions for Realtor marketing needs

Virtual Realtor Assistant Services

High Resolution photos	\$50
<i>15-20 pictures used in all publications and emailed to you for upload into MLS</i>	
50 full-color flyers	\$50
<i>Designed and printed on high-quality paper</i>	
Video tour using photos	\$75
<i>Branded and MLS-ready versions with voice over</i>	
Virtual tour	\$75
Digital video tour	\$300
<i>4-5 minute high definition video with music and voice over</i>	
100 business cards	\$50
<i>front side markets agent back side markets listing</i>	
500 just listed/just sold postcards	\$175
<i>4"x 6" layout/2-sides/printed with gloss finish</i>	
500 just listed/just sold postcards	\$200
<i>5 1/2" x 8 1/2" layout/2 sides/print with gloss finish</i>	
10 listing cd's	\$50
<i>includes flyer, video tour and other services ordered</i>	
20 additional cd's	\$50
Web design and services	per project

- Stop paying benefits
- stop paying vacation/holiday/sick days
- stop paying payroll taxes
- stop paying extra administrative costs

Image Media Group

206.437.8510

www.imgreno.com

now in Seattle

We Create
The Marketing
Material and
Organize Your
Docs

You **SELL**
Your Listing

The Total Virtual Assistant Package

\$300 to sign up a listing
\$700 at closing

Includes:

- scan listing papers into PDF files
- email files to whoever needs to have them
- create a listing binder and place a copy of listing papers in it
- take photos/video of home
- write description of listing using agent/owner comments
- create a flyer using description and photos
- print 50 color flyers - (can send layout to get offset printing)
- create photo virtual tour or virtual video tour with voice over
- place listing on craigslist, yahoo, and MLS
- 100 business cards layout/print 2-sides
- deliver CD with all photos/virtual tour and flyer
- coordinate sign installation, flyer box/flyers, lock box
- schedule and monitor all inspections, subcontractors
- layout, print, mail 100 just listed or just sold postcards 4"x 6"

Extras:

- layout, print, mail just listed/just sold postcards
- write/layout/place ads for mags/newspaper
- video commercial or marketing projects