

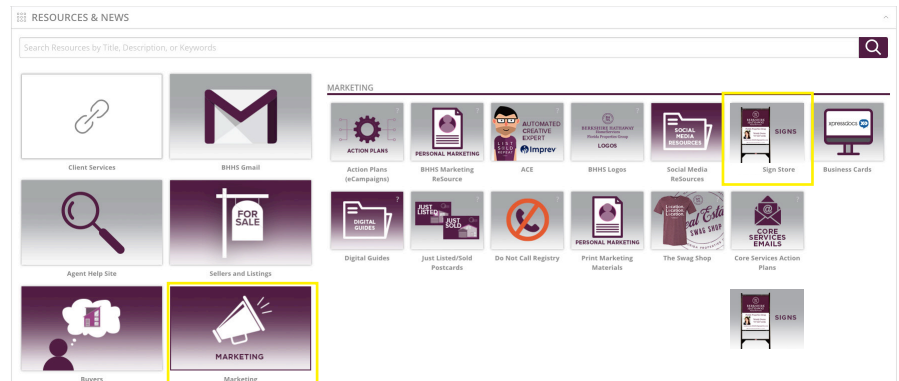
# HOW TO: ORDER MY OWN AGENT SIGNS



BERKSHIRE HATHAWAY  
HomeServices  
Florida Properties Group

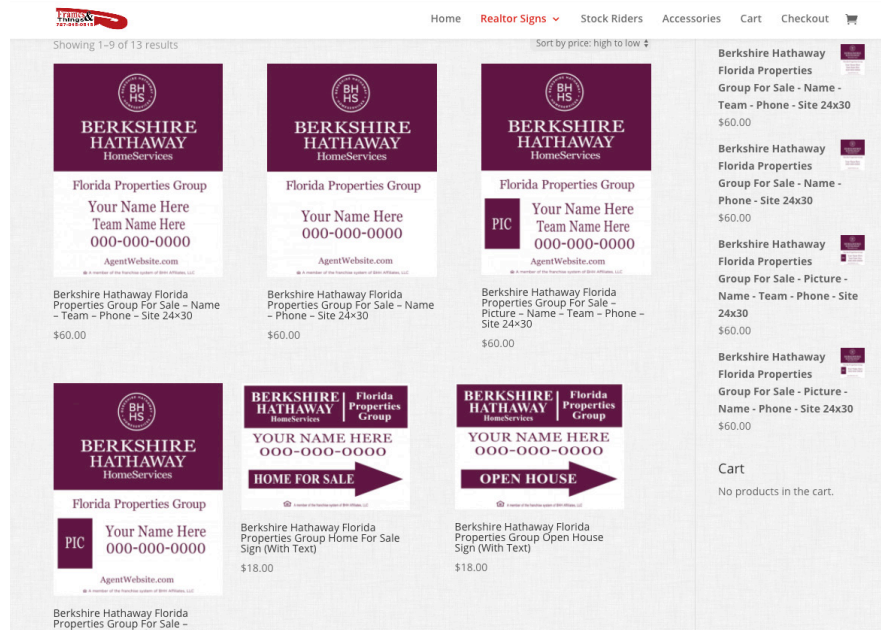
## STEP 1: LOG INTO CAB CORNER

- Click on the **Marketing** tile, click on the **Sign Store** tile



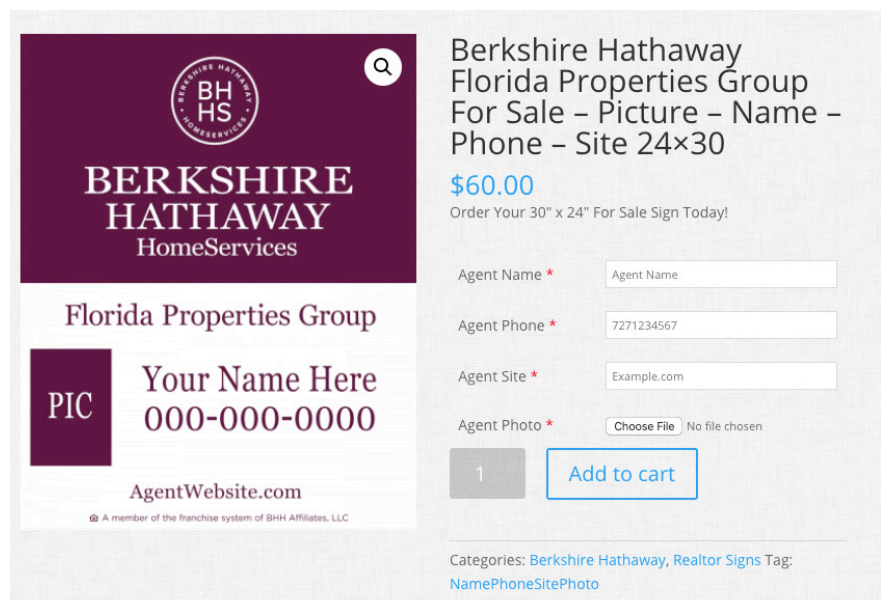
## STEP 2: FRAMES & THINGS WEBSITE

- When the **Frames & Things** webpage opens, you'll be able to select the sign type you need.
- There are 4 options:
  - Agent on a Team with no photo
  - Agent with no photo
  - Agent on a Team with photo
  - Agent with photo



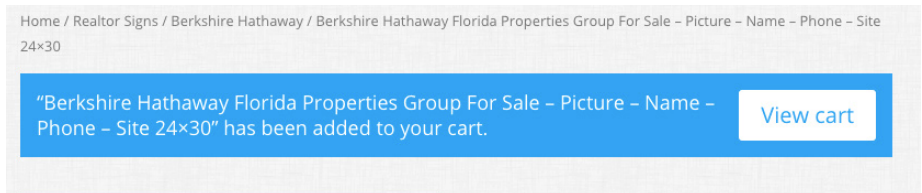
## STEP 3: INPUT YOUR INFORMATION

- Once you've chosen the template, you'll need to input your information into the fields indicated with a **red asterisk**.
- Tip: your agent website **does not** need the "https://" or a "www." before the rest of the web address.
- Once complete, you'll enter the number of signs you need and click **Add to cart**



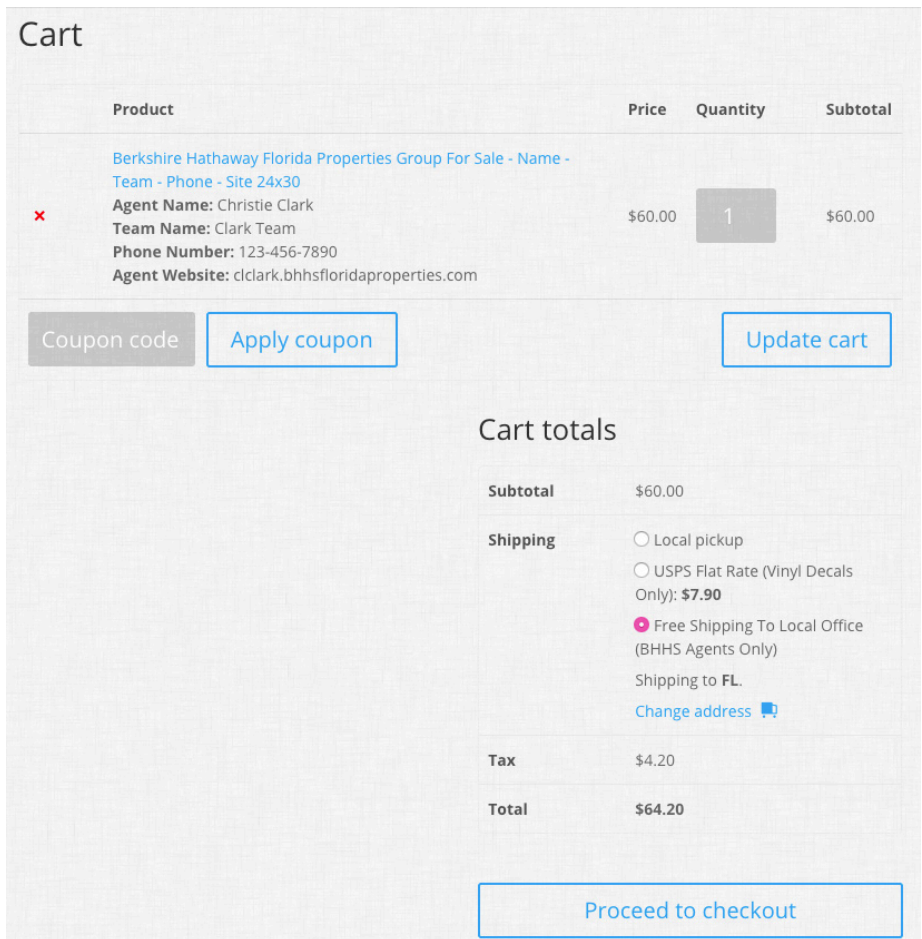
## STEP 4: VIEW CART

- Once the page has reloaded, a blue message will appear at the top of the screen. Click on **View Cart**.



## STEP 5: SELECT YOUR SHIPPING METHOD

- If you'd like to receive free shipping, Select the **Free Shipping to Local Office (BHHS Agents Only)** option.
- If you'd rather the sign(s) be shipped to your home, select the appropriate option.
- Then click **Proceed to checkout**
- **\*Highlands County Orders only: You will choose the Ground Delivery option.**



## STEP 6: ENTER THE BILLING AND SHIPPING DETAILS

- Enter in your name and the email address.
- Scroll down and enter in the office address if you're shipping them to your branch office or your home address if you're paying for them to be shipped there.
- Scroll down some more and review the order to make sure everything looks correct. Then click **Place Order**.

**Billing details**

☐ Ship to a different address?

First name \*  Last name \*

Company name (optional)

Country / Region \*

Phone (optional)

Email address \*

Shipping Confirmation \*

- ☐ I Acknowledge That I Have Verified My Shipping Option And Shipping Address. The Default Option Is Local Pickup So Please Verify. Berkshire Hathaway Home Services Agents Please Use Your Office Address For The Shipping Address.

Street address \*

House number and street name

Apartment, suite, unit etc. (optional)

Town / City \*

State \*

ZIP \*

Order notes (optional)

Notes about your order, e.g. special notes for delivery.

## STEP 7: ENTER YOUR CREDIT CARD INFO + PLACE THE ORDER

- Enter your payment information.
- Then click **Place Order**.

**Your order**

Product	Subtotal
Berkshire Hathaway Florida Properties Group For Sale - Name - Team - Phone - Site 24x30 x 1 Agent Name: Christie Clark Team Name: Clark Team Phone Number: 123-456-7890 Agent Website: clclark.bhhsfloridaproperties.com	\$60.00
<b>Subtotal</b>	<b>\$60.00</b>
<b>Shipping</b>	<input type="radio"/> Local pickup <input type="radio"/> USPS Flat Rate (Vinyl Decals Only): \$7.90 <input checked="" type="radio"/> Free Shipping To Local Office (BHHS Agents Only)
<b>Tax</b>	\$4.20
<b>Total</b>	<b>\$64.20</b>

Credit card (Square)

Pay with your credit card via Square.

Card Number \*

Expiration (MM/YY) \*

Card Security Code \*

Postal code \*


☐ Securely Save to Account

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

**Place order**

## STEP 8: ORDER RECEIVED

- Congratulations! The order has been placed and you'll be receiving an email with the order confirmation. See the sample below.
- Save that email for your records.
- You will receive an email within the next 24-48 hours with a proof of the sign for you to review and approve prior to printing.



HomeRealtor SignsStock RidersAccessoriesCartCheckout

### Order received

Thank you. Your order has been received.

ORDER NUMBER	DATE	TOTAL
4633	March 25, 2020	\$0.00

#### Order details

Product	Total
Berkshire Hathaway Florida Properties Group For Sale - Picture - Name - Phone - Site 24x30 × 1	
• Agent Name: Christie Clark	
• Agent Phone: 7274846428	
• Agent Site: cclark.bhhsfloridaproperties.com	\$60.00
• Agent Photo: <a href="https://framesthings.com/wp-content/uploads/2020/03/Christie-Clark-Creative-Design-Strategist-2.jpg">https://framesthings.com/wp-content/uploads/2020/03/Christie-Clark-Creative-Design-Strategist-2.jpg</a>	
Subtotal:	\$60.00
Discount:	-\$60.00
Shipping:	Free Shipping To Local Office (BHHS Agents Only)
Tax:	\$0.00
Total:	\$0.00

Search products... Search

#### Featured Products

Berkshire Hathaway Florida Properties Group For Sale - Name - Team - Phone - Site 24x30

\$60.00

Berkshire Hathaway Florida Properties Group For Sale - Name - Phone - Site 24x30

\$60.00

Berkshire Hathaway Florida Properties Group For Sale - Picture - Name - Team - Phone - Site 24x30

\$60.00

Berkshire Hathaway Florida Properties Group For Sale - Picture - Name - Phone - Site 24x30

\$60.00

#### Recently Viewed Products

Berkshire Hathaway

Your Frames & Things order has been received!



**Frames & Things** <james.edbailey@gmail.com>  
TEAM BHHSFLPG  
Wednesday, March 25, 2020 at 10:17 AM  
[Show Details](#)

Thank you for your order

Hi Marketing,

Just to let you know — we've received your order #4633, and it is now being processed:

**[Order #4633] (March 25, 2020)**

Product	Quantity	Price
Berkshire Hathaway Florida Properties Group For Sale - Picture - Name - Phone - Site 24x30		
Agent Name: Christie Clark		