



CD Order Form

Company: _____ City: _____

Agent Name _____

Email: _____ Phone: _____

Property Address: _____
(Address and Street Only)

CD Price: \$15 for one CD, \$5 each for additional CD

I would like a CD for (write the number you would like by each one):

_____ Agent _____ Buyer _____ Seller

Upload Additional Documents to Relay Transaction Price: Base price \$5.00 + \$.20 per page.

I have paper documents that I would like Paperless Solutions to scan and upload to my Relay transaction. (Documents will be scanned as one PDF and uploaded for agent view only. CDs will not be created until paper docs are received.)

Visit www.ReadyToGoPaperless.com to make sure your client's CD will have your info/pic on it. If you are not set up yet, we will make a basic CD.



Buyer Name (CD) _____

Seller Name (CD) _____

Please mail CD to my office



Please mail CD to: (Must have **COMPLETE** address in order to be mailed)

CD-ROM will be mailed from our location immediately after completion of the conversion process.

Buyer (Address, city, state and zip code)

Seller (Address, city, state and zip code)

Agent CD: All documents, versions, activities, notes, etc. are included on the Agent CD. Whatever has been added to the transaction will be archived on the CD.

Buyer/Seller CD: Document visibility is up to the agent. All documents/lists/notes etc. that the buyer/seller had access to during the transaction will be burned to the CD unless specifically requested otherwise on the Order Form.

I understand I must print legibly and correctly and that this information will be used to create my digital file. I understand if my file needs to be re-done as a result of this information being incorrect, incomplete or illegible, an additional conversion fee will apply. • I understand Paperless Solutions, Inc does not check any file for accuracy or completeness. • I understand Paperless Solutions, Inc will automatically shred my paper file 30 days after delivery of my digital file unless I notify Paperless Solutions, Inc within that 30 day period, if I am not satisfied. • I understand if I want my paper file returned instead of it being shredded for FREE, I must indicate so by checking this box: [] Please return my paper file - \$9.99 return fee will apply (credit card required).

(800) 642-6992



info@PaperlessSolutions.com
www.PaperlessSolutions.com/Relay