

# Eliminate Your Paper Files!®



**No prep needed  
Just give us the file**



**Pack in  
EZ-Return**



**Paperless!**

Is this your **FIRST** file? Go to [www.ReadyToGoPaperless.com](http://www.ReadyToGoPaperless.com) to get setup. Takes < 5 minutes.  
(If we don't have your info/pic on file we will make a basic CD and give a reminder to get setup for the next one.)

Brokerage: \_\_\_\_\_ Branch: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please convert this address for: (PLEASE CHECK ALL THAT APPLY!)**

Property Address: \_\_\_\_\_  
(Address and Street Only)



Agent Name (Locator Online) \_\_\_\_\_

Broker/Office (Locator Online) The file will be uploaded to Locator Online for the broker too.



I have digital documents that I will email in a PDF format to [DigitalDocs@PaperlessSolutions.com](mailto:DigitalDocs@PaperlessSolutions.com)

Visit [www.ReadyToGoPaperless.com](http://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) \_\_\_\_\_

Backup CD-ROMs (circle): Buyer (\$5) | Seller (\$5) | Agent (\$5) – This transaction only  
**FREE** Annual Backup Agent CD/DVD of ALL transactions available every January.



**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)**

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; it is assumed that any item provided in a file belongs in that file. I understand it is my responsibility to make sure my files are not mingled. • I understand that Paperless Solutions, Inc will reorganize my file according to their indexing system. • I understand that Paperless Solutions, Inc. will not combine this file with the broker file or any other file not attached to this form. • 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).

X \_\_\_\_\_

Signature (Required prior to processing file)      Date



Organized \_\_\_\_\_ Scanned \_\_\_\_\_

(800) 642-6992 • [info@PaperlessSolutions.com](mailto:info@PaperlessSolutions.com)