



# ST. LOUIS SHOWCASE OF HOMES PHOTOGRAPHY ORDER FORM

**Please fax completed form to: 314-754-2661**

(PLEASE PRINT CLEARLY AND LEGIBLY - DO NOT USE PENCIL)

Today's date:		Is Agent New to St. Louis Showcase: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Agent Name:		Agent Cell:	
Brokerage Name:		Agent Email:	
PRESHOOT: <input type="checkbox"/> Yes <input type="checkbox"/> No		MLS# (if not a pre-shoot):	
Date Property Photo Ready:		Target Date on Market:	
Shoot Type: <input type="checkbox"/> Stills (up to 50) \$75.00 <input type="checkbox"/> Inside Re-Shoot (\$45.00 max) <input type="checkbox"/> Outside Re-Shoot (\$35.00 max)			
<b>Extras:</b> <input type="checkbox"/> Slide Show CD (Download and Burn) \$10.00 <input type="checkbox"/> High Resolution Photos (up to 6) <b>FREE</b>			
<b>Realtor.com Featured Tours (The Red Spinning House)</b>			
<input type="checkbox"/> Realtor.com Upload (Showcase Listing) \$10.00 <input type="checkbox"/> Realtor.com Upload (NON-Showcase Listing) \$30.00			
<b>PROPERTY INFORMATION</b>			
Complete Street Address: (include Drive, Court, Place, etc.)			
Address:			
City:		State: MO	Zip Code:
Property Occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Property to be Vacant (if applicable):	
SUPRA: <input type="checkbox"/> Yes <input type="checkbox"/> No		Combo Box: <input type="checkbox"/> Yes <input type="checkbox"/> No	Combo Code:
Alarm: <input type="checkbox"/> Yes <input type="checkbox"/> No		Alarm Code:	
Alarm Activation / Deactivation Instructions:			
Direction the front of the house faces (Please do not guess! This allows us to take the best possible front shot of the property.)			
<input type="checkbox"/> East (Morning Sun)	<input type="checkbox"/> South (All Day Sun)	<input type="checkbox"/> West (Afternoon Sun)	<input type="checkbox"/> North (Very Little)
<b>SELLER INFORMATION</b>			
(Please provide email address if the Seller(s) want to be notified by email of scheduled shoot time by the Agent)			
Seller's Name(s)		Home Phone:	
		( )	
Main Contact:		Cell Phone:	
Main Contact Email:		( )	
2 <sup>nd</sup> Contact		Cell Phone:	
2 <sup>nd</sup> Contact Email:		( )	
Employer Phone (if needed)	( )	EXT:	Contact:
Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Dog(s) # _____	<input type="checkbox"/> Cat(s) # _____	Animals Crated: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SELLER HAS RECEIVED OUR PRESHOOT CHECK LIST: <input type="checkbox"/> Yes <input type="checkbox"/> No</b>			
<b>SPECIAL INSTRUCTIONS</b>			

Photo shoots are scheduled in the order they are received. Poor weather conditions will delay scheduled photo shoot dates and times.  
Email correspondence for scheduling and or schedule confirmations will be made through the listing agent.



## Seller's Pre-Shoot Checklist

- Vehicles out of driveway
- Beds made
- Clothing and shoes picked up (we do not shoot closets unless specifically asked to do so)
- Glasses, pans, dish racks or dishes put away (including those in the sink)
- Papers removed from counter tops and planning areas
- Refrigerator clutter removed
- Ceiling Fans turned off or set on slowest setting and lights turned on
- Towels in bathrooms arranged neatly
- Toilet seat lids put down
- Trash removed
- Toys picked up
- Burned out light bulbs replaced (we always photograph with all room lights and all lamps on)
- Pets contained (where possible we like them not in the pictures)
- Grass cut and trimmed
- Outside areas cleaned up
- Patio Furniture arranged (where applicable)
- Outside trash cans stored out of view

Think about preparing your home for our photo shoot as you would an open house. The time it takes to photograph your property is generally thirty minutes or less. We photograph all major rooms, all bathrooms, all bedrooms, finished basements, front, rear, and sides of the outside structure(s). We do not shoot unfinished areas, closets, damaged areas, or rooms with excessive clutter.

We make every effort possible to photograph your property so it will show the best to prospective buyers and buyer's agents. A few minutes on this check list can make a dramatic difference in the quality of our photos that will be representing your property. We sincerely appreciate your cooperation in helping us provide you with a superior presentation of your property. If you have any questions please consult with your listing agent.

Thank you,

St. Louis Showcase of Homes



## CREDIT CARD AUTHORIZATION FORM

Name on Card \_\_\_\_\_

Contact Name : \_\_\_\_\_

Contact Phone : \_\_\_\_\_

Type of Card:  AMEX      Card No. \_\_\_\_\_  
 VISA      V-Code\* \_\_\_\_\_ *\*3 or 4 digit Verification code located on back of card (on front of AMEX)*  
 Mastercard  
 Discover      Expiration Date \_\_\_\_/\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize St. Louis Showcase of Homes to charge contracted photography services to my credit card.

Authorization by \_\_\_\_\_ Today's Date \_\_\_\_\_

**Confidential & Proprietary  
St. Louis Showcase of Homes**

**For Internal use Only:**

Customer ID: \_\_\_\_\_

**Return completed form to Fax No. 314-754-2661**