

Office Policy Manual Order Form

Frascona, Joiner, Goodman and Greenstein, P.C. ("FJGG")
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Please complete this form to order your Office Policy Manual. Mail, fax, or e-mail it to us.

1. Name Designation. I am the employing broker for my company and would like you to prepare the agreement for

_____.
(Name of Brokerage Firm)

2. Address. _____

_____, CO _____

Phone : _____

E-mail: _____ @ _____

3. While a listing or deal is active: [Check A or B.]

- A. The Company keeps centralized files which Licensees check-out and check-in as they need access to those centralized files.
- B. Licensees keep and maintain their own files, which also serve as the Company files.

4. Use of Unlicensed Persons to Access Listings. [Check A or B.]

- A. **FJGG recommended option:**
- prohibit unlicensed persons from accessing other companies' listings
 - prohibit other companies from using unlicensed persons to access Company properties,
 - generally prohibit unlicensed employees of the Company to access Company's listings, while allowing the Employing or Managing Broker to make exceptions on a case-by-case basis.
- B. Custom. [Check one for each question below.]
- i. Company [will will not] permit unlicensed persons to provide access to other companies' listings.

- ii. Company [will will not] permit unlicensed persons from other companies to provide access to the Company's listings.
- iii. Company [will will not] permit unlicensed employees of the Company to provide access to the Company's listings.

5. Property Management. [Check A or B.]

- A. We never manage property for clients or only do so occasionally on a case-by-case basis.
- B. Property management is a regular part of our business

6. Method of Payment. [Check One.]

- I have enclosed my check for \$300.00 made payable to FJGG.
- Please charge my VISA/MasterCard account number

_____ - _____ - _____ - _____

Exp. date: ____/____/____

Credit Card Billing Zip Code: _____ Credit Card Security Code: _____

(Client's Signature)

7. Method of Shipping. [Check One.]

- Paper copy via regular U.S. Mail
- PDF version via electronic mail

If you wish to consult us about variations or additions, do not hesitate to call or schedule an appointment with an attorney. These consultations and subsequent drafting will be \$250/hour.)

Licensee/Client

(please print Licensee's name)