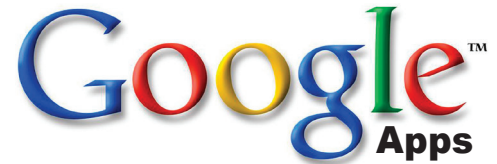


FOR BROKERS ONLY

Stay DRE Compliant... and Improve Your Workflow with Google Apps



TWO DATES & LOCATIONS!

Instructor: Randy Jones

☐ **Thursday, March 28**

Time: 11:00 a.m. – 12:30 p.m.

Location: KEARNY MESA SERVICE CENTER
4845 Ronson Court, San Diego, CA 92111

☐ **Tuesday, April 16**

Time: 11:00 a.m. – 12:30 p.m.

Location: EAST COUNTY SERVICE CENTER
220 West Main Street, El Cajon, CA 92020

Prices:

REALTOR® Plus Free (must register)
SDAR REALTORS® \$10
All Others \$20

REGISTER ONLINE WWW.SDAR.COM

DRE random audits are increasing! Learn how to set up a DRE-compliant transaction workflow for your office using existing, inexpensive technology tools that your agents are already using.

FOR EACH TRANSACTION, LEARN HOW TO:

- Use folders to store email efficiently and effectively and build the correspondence file
- Print all emails to a single "PDF" file
- Archive all emails, with attachments, to a single file
- Have your agents keep documentation in your "cloud" file storage directly from their computer
- Store closed files and set a retention date in your cloud file storage
- Eliminate all paper file storage issues
- Annual cost per agent: \$50 to \$100... Value to Broker: Priceless

Sign me up for: Brokers - Stay DRE Compliant... Improve Your Workflow w/Google Apps

☐ **March 28 in Kearny Mesa** ☐ **April 16 in East County** ☐ Yes, I have read the Cancellation Policy. Initial _____

Name: _____ Member #: _____ Phone: _____

☐ Home ☐ Office Address: _____ E-mail: _____

☐ Check ☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx Card#: _____ Exp: _____

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•Mar052013•