

# Google: For Brokers Only

Stay BRE compliant... and improve your workflow with Google Apps


**Location:**

**SDAR'S EAST COUNTY SERVICE CENTER**  
220 West Main Street, El Cajon, CA 92020

**REGISTER:** [www.SDAR.com/education](http://www.SDAR.com/education)

**Instructor:**

**RANDY JONES**

**Also...**

Be sure to see the back of this form for...



PREPAID  
**Professional Development PASS**

## SINGLE SESSION

**Tuesday, September 17, 2013**  
12:00 pm - 2:00 pm

Random audits are increasing! Learn how to set up a Bureau of Real Estate (BRE) compliant transaction workflow for your office using existing, inexpensive technology tools that your agents are already using.

**TOPICS COVERED**

- Using folders to store email efficiently, and building the correspondence file
- Printing all emails to a single "PDF" file
- Archiving all emails, with attachments, to a single file
- Having agents save documents in your "cloud" storage directly from their computer
- Storing closed files and setting a retention date in your cloud file storage
- Eliminating all paper file storage issues
- Annual cost per agent: \$50 to \$100... Value to Broker: Priceless

**FREE**

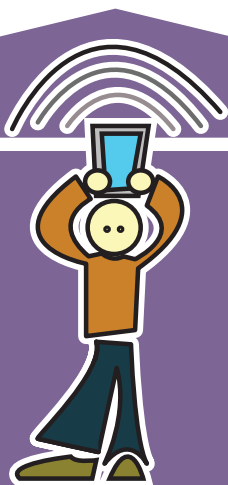
REALTOR® Plus (must register)

**\$10**

SDAR MEMBERS

**\$20**

ALL OTHERS



With approximately 12,000 members, the Greater San Diego Association of REALTORS® is the largest trade association in the county. Our members adhere to a code of ethics and professional standards above and beyond the norm. We help our members sell more homes. We help people realize the dream of homeownership. And we are dedicated to protecting private property rights.

**CONTACT INFORMATION**

NAME \_\_\_\_\_

PHONE (     ) \_\_\_\_\_

ADDRESS \_\_\_\_\_

☐ HOME  
☐ OFFICE

CITY/STATE \_\_\_\_\_

ZIP \_\_\_\_\_

**PAYMENT INFORMATION**




☐ CHECK ☐ VISA ☐ M/C ☐ DISCOVER ☐ AMEX

EXP. DATE \_\_\_\_\_

AMOUNT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

By signing, you are confirming that you have read, understand, and agree with our cancellation policy (at right)

MEMBER # \_\_\_\_\_


**RETURN TO:**

**Greater San Diego Association of REALTORS®**  
4845 Ronson Court, San Diego, CA 92111  
Education@sdar.com

Fax: (858) 715-8088 | Phone: (858) 715-8040

**Cancellation Policy:** Reservations for programs requiring payment will not be processed until payment is received. If you must cancel your reservation, a full refund will be issued if cancellation is received, in writing, three (3) business days prior. SDAR reserves the right to cancel or reschedule any program. If cancellation occurs, SDAR will issue a full refund. In the event of rescheduling, SDAR will send immediate notification and transfer all reservations (including payments) to the new date.