

# ATTENTION BROKERS AND AGENTS

## DO YOU NEED HELP?

Are you or others in your office struggling with the Paragon System?

MiRealSource has been offering Training for the Paragon System at NO COST to the Brokers over the past couple of months to help with the transition to the new system. This service has helped many, but unfortunately, it will start to come to an end over the next few weeks.

However, we want to offer the same “FREE” opportunity one last time to those offices that have not yet taken advantage of this offer.

If you, your agents, or your administrative staff is in need of some “hands on” help with the new Paragon System on one or more of the following topics (or something that may not be listed) please fax the attached form **ON OR BEFORE JULY 7, 2010** to take advantage of the “**FREE**” service.

FOR THOSE THAT HAVE HAD “FREE” VISITS IN THE PAST AND WANT ADDITIONAL TRAINING – and **REQUESTS RECEIVED AFTER JULY 7, 2010, THE FOLLOWING RATES WILL APPLY:**

- 1) Submit the attached form with two (2) possible dates/times that are best suited for the training – (MLS staff will be in contact to discuss training & dates).
- 2) Choose whether you are looking for an ONLINE DEMO or PERSONAL TUTORS THAT OFFER THE “HANDS ON” TRAINING IN YOUR OFFICE (or combination based on your office needs).
- 3) Indicate which areas of Paragon your office would like help with.
- 4) Cost to Broker - **\$25 per hour** (payable at time the appointment is “confirmed”)

**If interested ... please complete the Attached Form and  
FAX to Traci DeWitt at (248) 247-1637**

# REQUEST and/or **PAYMENT**

## PARAGON TRAINING

**OFFICE DEMO (On Screen ONLY)** -Or-  **TUTOR ("Hands On")**

Office Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Office ID #: \_\_\_\_\_

Broker's Name: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Agents/Admins \_\_\_\_\_

**DATES:** \_\_\_\_\_ 1<sup>st</sup> Choice (AM / PM)

\_\_\_\_\_ 2<sup>nd</sup> Choice (AM / PM)

\*\*\*\*\*

**Limit Selections to 3 Per Visit:** **NOTE:** (times are approximates depends on class size)

- |   |  |
|---|--|
| <input type="checkbox"/> Listing Entry & Maintenance (1 - 1.5 hr) | <input type="checkbox"/> Setting Up and Saving Searches (1.5 - 2.0 hrs)    |
| <input type="checkbox"/> CMA Basic Class (2.0 hr)                 | <input type="checkbox"/> <b>Uploading Photos</b> & Logos (.50 - 1.0 hr)    |
| <input type="checkbox"/> Reports/ Spreadsheets (1.5 - 2.0 hrs)    | <input type="checkbox"/> Mapping and Email (1.0 - 1.5)                     |
| <input type="checkbox"/> Prospects and Importing Contacts (1.5)   | <input type="checkbox"/> <b>zipForm 6 (FORMS)</b> (NO CHARGE for zipForms) |

**TUTOR RATES: \$25 per hour**

**Credit Card** (Visa, MasterCard, American Express, and Discover)

**\*\* Customer MUST "Call In" Credit Card Information --- DO NOT PUT INFO ON THIS FORM \*\***

### Bill Broker's Office

Charge My Office:  Amount: \$ \_\_\_\_\_

Broker ID # \_\_\_\_\_

\_\_\_\_\_  
Shareholder's Signature

**I understand it is my responsibility to ensure that the agents/admins are in the office for the above training as scheduled.**

\_\_\_\_\_  
Broker / Manager Signature

\_\_\_\_\_  
Date



**Fax this form to Traci DeWitt at 248.247.1637**