

ORDERING SIGNS

STEP BY STEP GUIDE

Ordering signs on [Markful.com](https://www.markful.com)

SMART

Unlocking The Door To Better Living

STEP BY STEP GUIDE

Ordering signs on Markful.com

[Smart RE Corp Markful Shop](#)

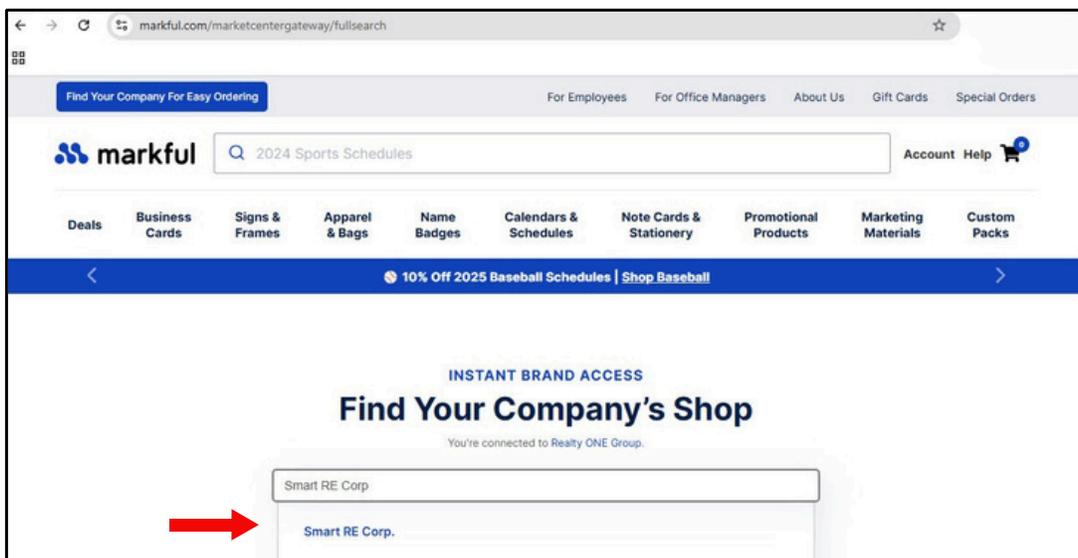
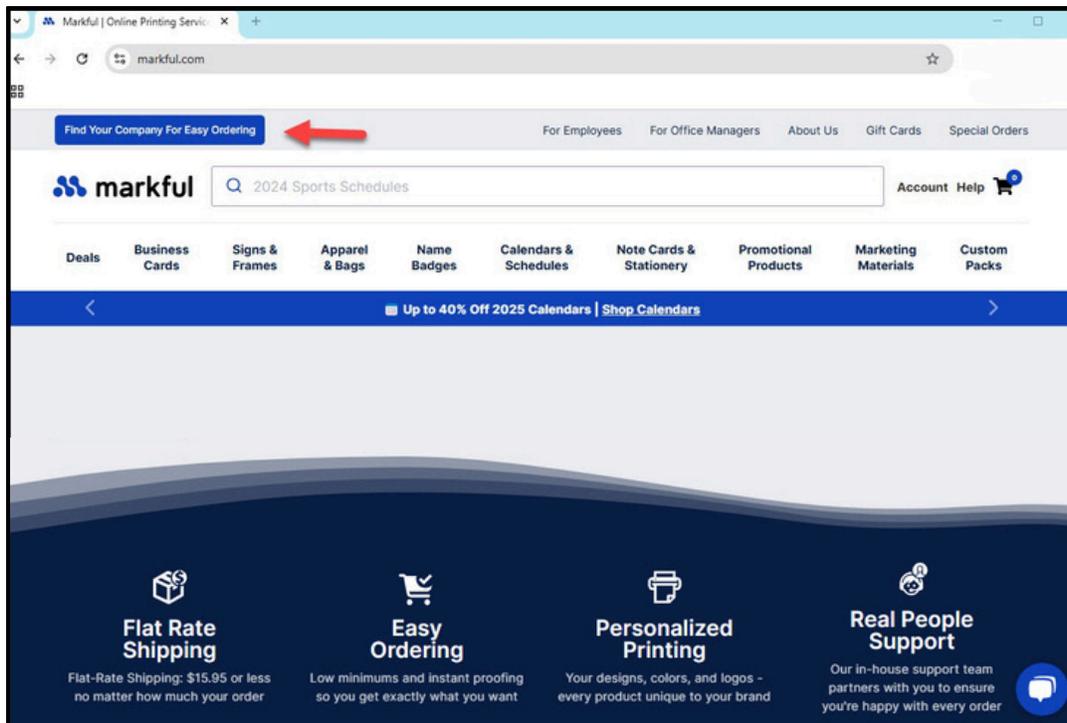
1. Accessing the Shop
2. Setting up a profile
3. Shop Items
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6. Customizing your Yard Sign
7. Selecting Images & Icons
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ORDERING SIGNS



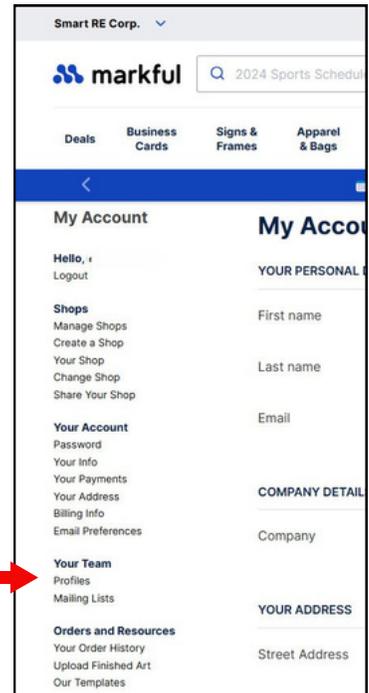
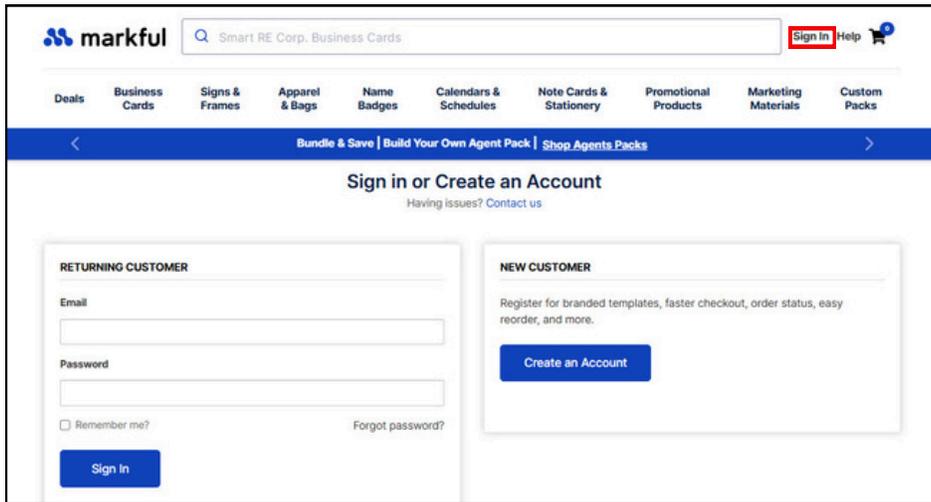
Smart RE Corp Markful Shop

1. Accessing the Smart RE Corp Shop



Smart RE Corp Markful Shop

2. Setting up a profile



Tip:

You can set up a profile that will allow you to autofill most of your information on the products you are ordering.

My Account - Profiles

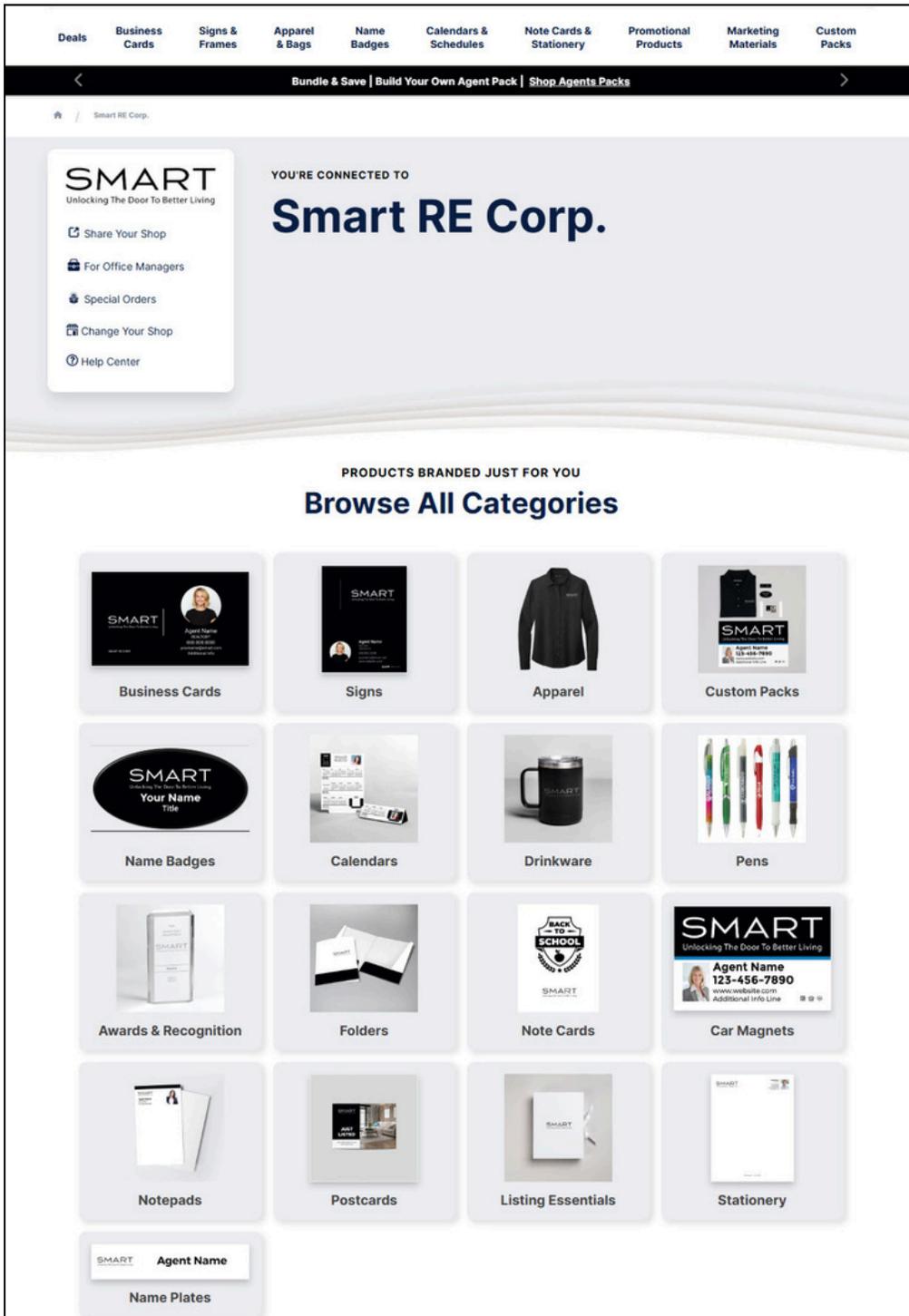
Here you can manage your profiles, which can be easily inserted into product designs for quick personalization. The grid below loads with key columns for reference. You have the option to enable additional columns, modify their order and width, and determine the sorting method. On the left side of the grid, you'll find icons for editing or deleting a profile.

Search... FILTERS EXPORT IMPORT ADD PROFILE

Actions ↑	Name ↑	Title ↑	Office Number ↑	Cell Number ↑
	SKYLAR JENNINGS skylarjennings@smart.realestate	REALTOR®	789.123.4567	

[Smart RE Corp Markful Shop](#)

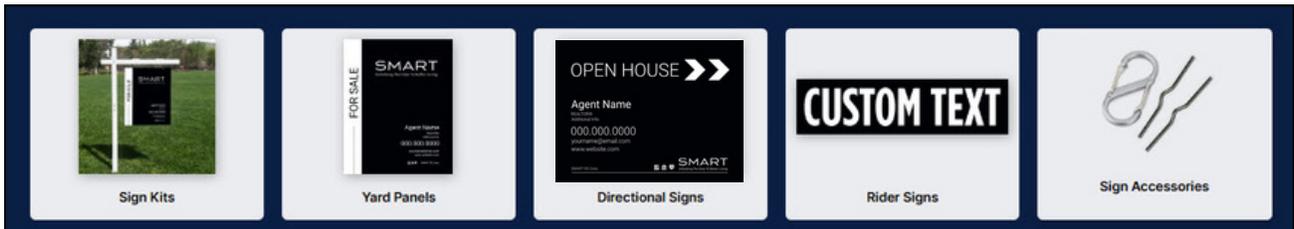
3. Shop Items



The screenshot displays the Markful Shop interface for Smart RE Corp. At the top, a navigation bar includes categories: Deals, Business Cards, Signs & Frames, Apparel & Bags, Name Badges, Calendars & Schedules, Note Cards & Stationery, Promotional Products, Marketing Materials, and Custom Packs. Below this is a header with a search bar and navigation options: Bundle & Save, Build Your Own Agent Pack, and Shop Agents Packs. The main content area features a 'YOU'RE CONNECTED TO Smart RE Corp.' section with a sidebar menu containing: Share Your Shop, For Office Managers, Special Orders, Change Your Shop, and Help Center. Below this is a 'PRODUCTS BRANDED JUST FOR YOU' section with a 'Browse All Categories' button. A grid of 20 product categories is shown, each with a representative image and a label: Business Cards, Signs, Apparel, Custom Packs, Name Badges, Calendars, Drinkware, Pens, Awards & Recognition, Folders, Note Cards, Car Magnets, Notepads, Postcards, Listing Essentials, Stationery, and Name Plates.

[Smart RE Corp Markful Shop](#)

4. Sign Options



[Yard Signs \(Various Design Options\)](#)



[Open House Signs \(Various Design Options\)](#)



[Riders](#)



[Yard Sign & Post Kits](#)



[18X24 H Stake Kit -Set of 5](#)



[18X24 A Frame Kit Options](#)



5. Ordering Yard/Listing Signs

Note: The Process for ordering signs in a kit is similar to ordering them individually. The kits are a great way to save by bundling the signs with the posts or hardware to hang them.

After Selecting the Style you prefer, you will need to select the Material and Grommet Options.

Smart RE Corp. Yard Sign Panels
30" X 24" Sign Panel

Choose your product options:

Choose your material:

- Corrugated Plastic 4mm: Cost-effective and lightweight
- PolyComb 3mm: Stronger and lightweight [+ \$12.00]
- Aluminum Composite 3mm: Most durable and long lasting [+ \$20.00]
- Reflective Aluminum Composite 3mm: Eye catching reflective surface [+ \$60.00]

Choose your grommet hole options 16" on center:

- No grommet holes
- Add top grommet holes [+ \$2.00]
- Add top and bottom grommet holes [+ \$4.00]

Buy Now \$64.00 (\$64.00/ea)

Choose your quantity: 1

Start Personalizing

Quantity	1+	2+	5+	10+	25+
Unit Price	\$64.00	\$32.00	\$29.00	\$28.00	\$27.00
Price	\$64.00	\$64.00	\$145.00	\$280.00	\$675.00

DESIGNED TO FIT YOUR NEEDS

Sign Material

Aluminum Composite

Best all-around + most durable + 3mm thick
Long lasting, all-weather and works well with any signpost or frame

- Compatibility: Double-stake frames, tent frames and posts
- Recommended use: Hanging from a post

Material:

The Smart RE Corp Team highly recommends the Aluminum Composite option for maximum durability.

Tip: See the description of each option by scrolling to the lower part of this screen in the markful shop.

Grommets:

The Smart RE Corp Team recommends selecting top grommets at a minimum but 4 for more options.

Quantity:

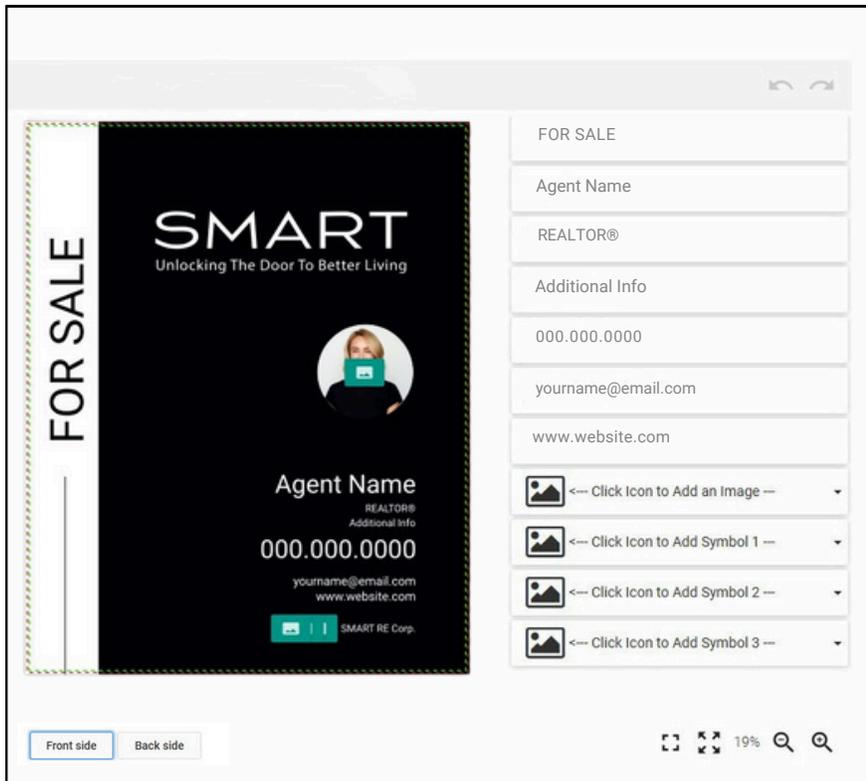
Select the Quantity you need.

Note: Shipping cost is flat rate for the total order, not based on quantity. You save on overall cost per sign if you purchase more than 1.

6. Customizing your Yard/Listing Sign

Add all your information and image(s) **keeping compliance in mind.**

Note: The order of the fields vary by design but the names of each field remain the same.



Tip: Use this area to zoom in make sure all details & spelling appears as it should.

FOR SALE:

This field can be left as is or you can change it to FOR LEASE.

Agent Name:

This field requires your full name as registered on your real estate licence with or your official DBA.

REALTOR®:

This field can be left as is or customized to suit your designation (Broker Associate, Real Estate Agent, etc.)

Additional Info:

Your License# as required in your State*. Starting with DRE# or LIC#

Phone Number:

Include the best number to reach you. Please include the . or - in between segments of the number.

Email:

Include your professional email address.

Website:

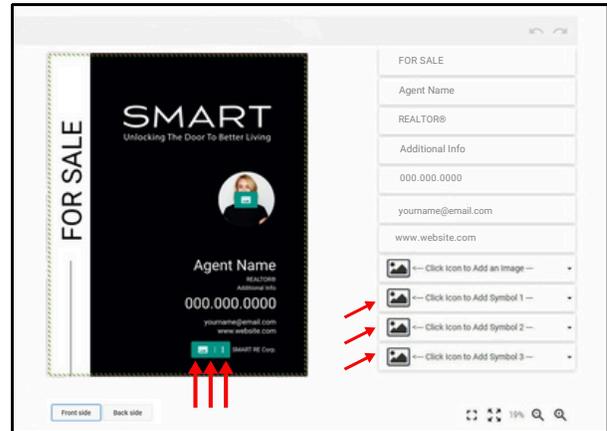
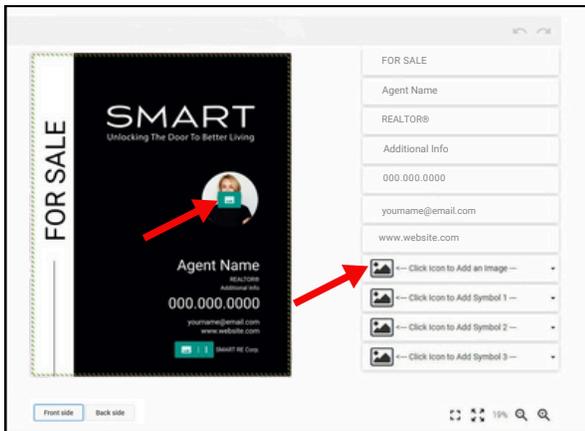
Include your website address.

*Some states do not require the License Number to appear on the marketing materials but it is recommended. Should you choose not to include it, you can simply click on the field and then on the space bar to remove the placeholder text.

7. Selecting Images & Icons

Note: If you chose a design without a photo, Skip to the Icon/Symbol Step.

Not all States have Mandatory Icons requirements on Marketing Items. Please ensure you know if you need them and which one(s) you need. You can include 1, 2 or 3 or of them.



Uploading your Headshot

Please use a good quality approved headshot

Step 1: Click on the photo placeholder or the 'Click Icon to Add an Image' on the right.

Step 2: Click on UPLOAD FILES to upload an image from your device. This image will be saved for future use.

Step 3: Select the Headshot you want to use and click insert in the bottom right.

Step 4: Move the image around if needed to ensure it is centered.

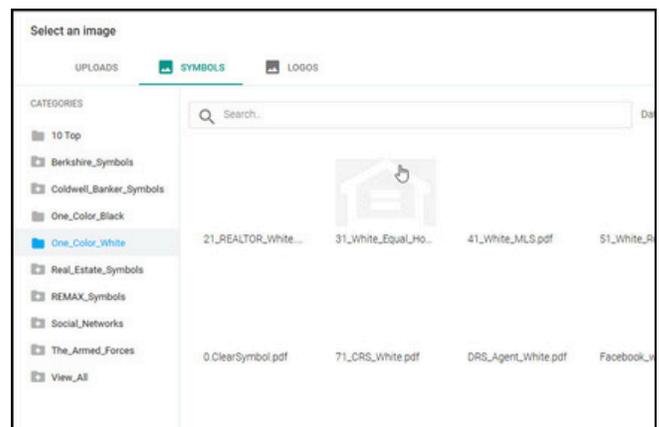
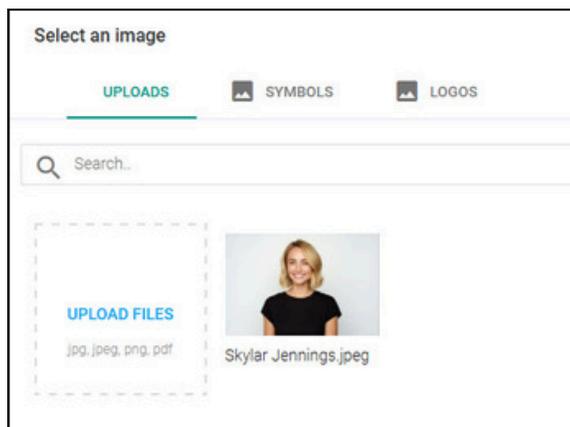
Choosing your Icons/Symbols

Step 1: Click on the icon placeholders or 'Click on Icon to Add Symbol (#)'.

Step 2: Choose the 'One_Color_white' folder for black signs or chose 'One_Color_black' for icons to use on the white designs.

Step 3: Select the symbol you want to use and click insert on the bottom right. Repeat as need for other symbols.

Tip: You can also change the order of the symbols once they've been added. Start with the one closest to the text and work you way out if you choose to include more than 1.



8. Final Review and Approval

Once you have reviewed everything (Look up close with the magnifying glass), click NEXT on the bottom left.

You will then be on the final review page as shown below.

Warnings:

All warnings will appear in this area. A warning like the one shown in the sample is because the REALTOR® wasn't changed which is ok if that is what you want in that field for your title/designation.

Your Final Review:

See the 3 suggested things to review.

You can click the Back button if you want to take a closer look again on the previous page where you can zoom in.

Send for Review:

If you are new or unsure you met all compliance requirements, please request a review.

Click on the button shown on the left to fill in the information to send it to your Team Lead or to julie@smart.realestate

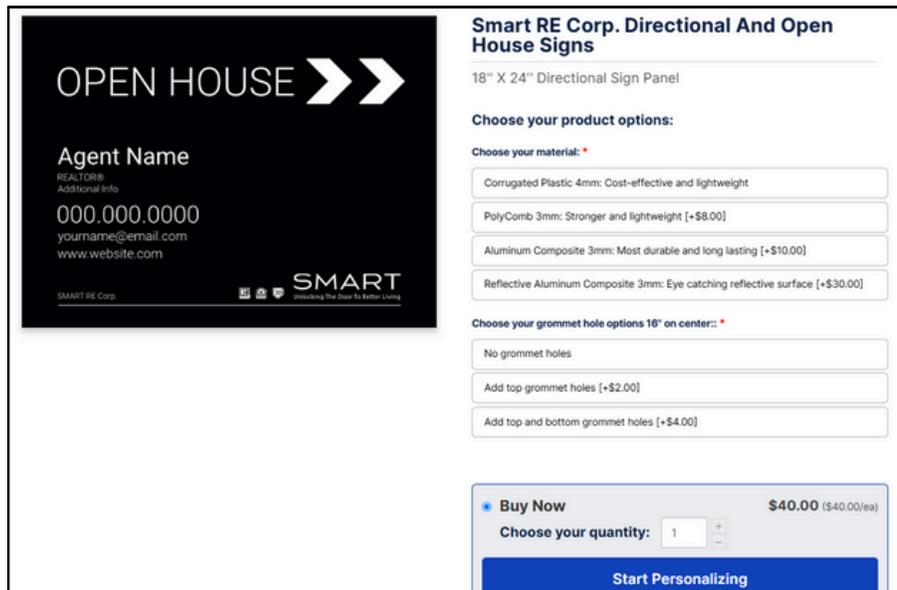
Approve and add to cart:

If you are confident the product is as you want it, Check the approval box and click ADD TO CART.

10. Ordering Open House Signs

Riders allow you to extend your messaging such as: SOLD or COMING SOON (Where permitted)

They also allow you the option to use a Yard Sign design that does not include FOR SALE or FOR LEASE. You can add the appropriate Rider to your sign frame.



Smart RE Corp. Directional And Open House Signs
18" X 24" Directional Sign Panel

Choose your product options:

Choose your material:

- Corrugated Plastic 4mm: Cost-effective and lightweight
- PolyComb 3mm: Stronger and lightweight [+-\$8.00]
- Aluminum Composite 3mm: Most durable and long lasting [+-\$10.00]
- Reflective Aluminum Composite 3mm: Eye catching reflective surface [+-\$30.00]

Choose your grommet hole options 16" on center:

- No grommet holes
- Add top grommet holes [+-\$2.00]
- Add top and bottom grommet holes [+-\$4.00]

Buy Now \$40.00 (\$40.00/ea)
Choose your quantity: 1

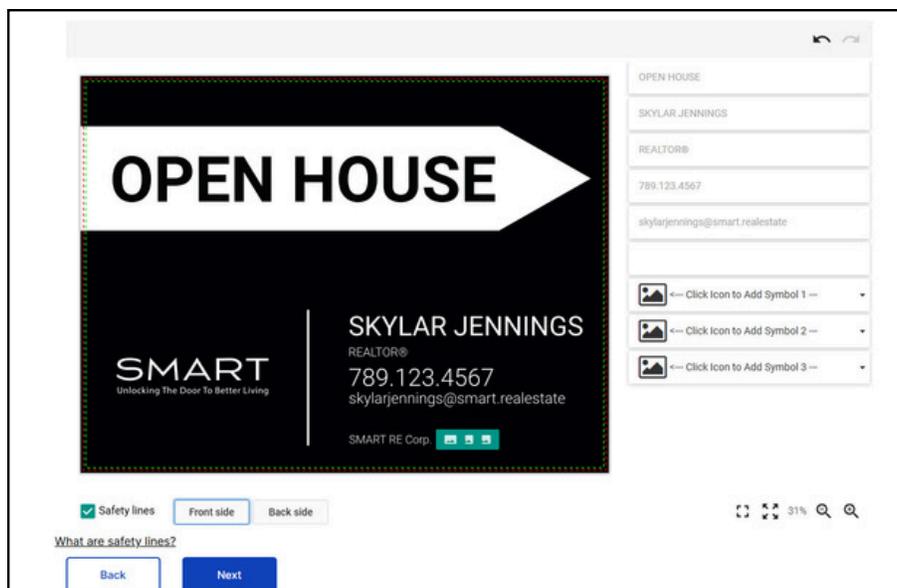
Start Personalizing

Material:

Choose your material factoring the type of hardware that will be holding the sign and environmental factors.

Grommets:

Choose Grommets if you intent to use A Frame type holders.



OPEN HOUSE

SKYLAR JENNINGS
REALTOR@
789.123.4567
skylarjennings@smart.realestate

SMART
Unlocking The Door To Better Living

SKYLAR JENNINGS
REALTOR@
789.123.4567
skylarjennings@smart.realestate

SMART RE Corp.

Safety lines

What are safety lines?

OPEN HOUSE

SKYLAR JENNINGS

REALTOR@

789.123.4567

skylarjennings@smart.realestate

Customize:

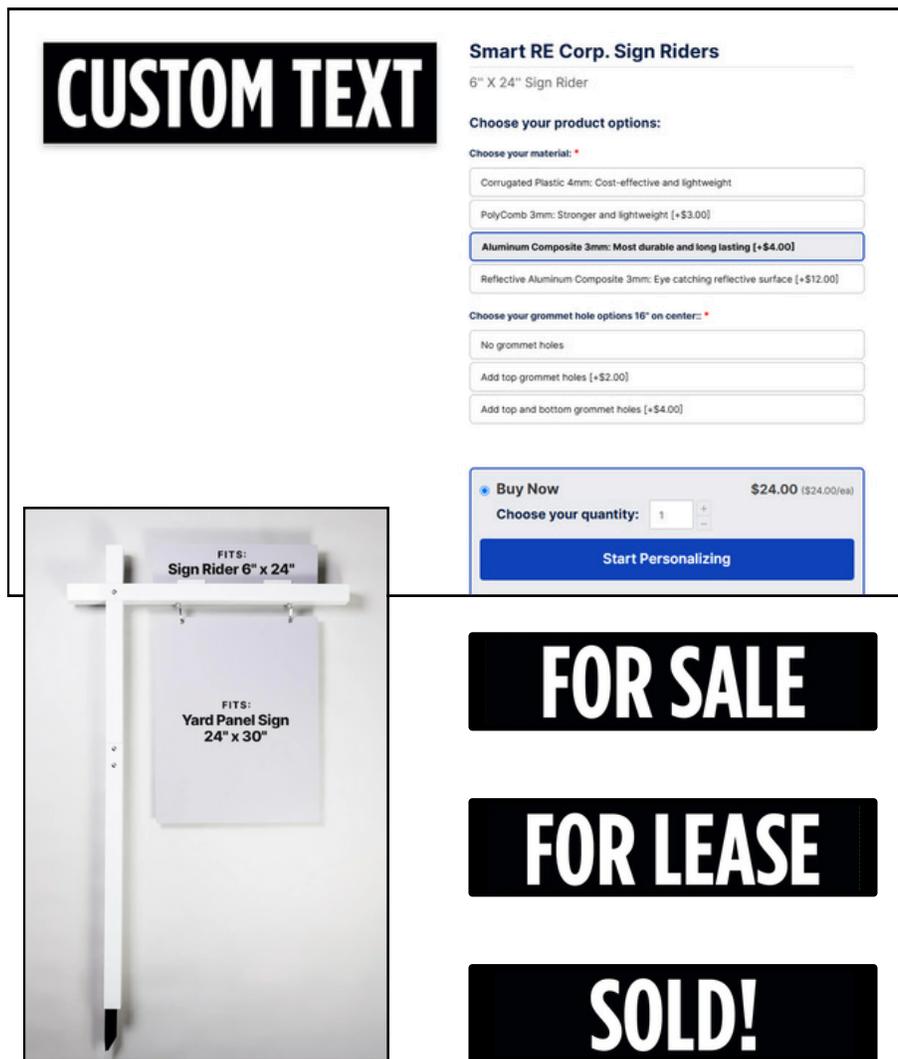
Select the 'Start Personalizing' button to write the text you want on the Rider.

Click the NEXT button for the Final review and ADD TO CART steps.

10. Ordering Riders

Riders allow you to extend your messaging such as: SOLD or COMING SOON (Where permitted)

They also allow you the option to use a Yard Sign design that does not include FOR SALE or FOR LEASE. You can add the appropriate Rider to your sign frame.



Smart RE Corp. Sign Riders
6" X 24" Sign Rider

Choose your product options:

Choose your material: *

- Corrugated Plastic 4mm: Cost-effective and lightweight
- PolyComb 3mm: Stronger and lightweight [+3.00]
- Aluminum Composite 3mm: Most durable and long lasting [+4.00]**
- Reflective Aluminum Composite 3mm: Eye catching reflective surface [+12.00]

Choose your grommet hole options 16" on center: *

- No grommet holes
- Add top grommet holes [+2.00]
- Add top and bottom grommet holes [+4.00]

Buy Now \$24.00 (\$24.00/ea)
Choose your quantity: 1
Start Personalizing

FITS: Sign Rider 6" x 24"

FITS: Yard Panel Sign 24" x 30"

FOR SALE

FOR LEASE

SOLD!

Material:

The Smart RE Corp Team highly recommends the Aluminum Composite option for maximum durability.

Grommets:

Not necessary however, you could choose top grommets if you wanted to use the rider below your yard sign (if you yard sign has 4 Grommets).

Customize:

Select the 'Start Personalizing' button to write the text you want on the Rider.

Click the NEXT button for the Final review and ADD TO CART steps.

11. Custom Sign Designs

The current templates don't suit your needs or you want to order Team Signs?
Upload your finished Artwork.

IMPORTANT!

All Custom Artwork must be approved for Compliance.

MORE ORDERING OPTIONS

Don't see what you're looking for?

Upload Design

Have finished artwork?
Simply upload your design.

Upload Your Design

Send for Review:

If you haven't already received approval from someone in the Marketing Department, please use the options to send your design for Review on the final design review page.

The request should be sent to your Team Lead or to julie@smart.realestate

Send this artwork to someone for review and approval

PRODUCTS BRANDED JUST FOR YOU

Browse All Categories

 Business Cards	 Signs	 Custom Packs	 Name Badges
 Note Cards	 Car Magnets	 Postcards	 Listing Essentials
 Stationery	 Tri-Fold Brochures	 Name Plates	

Send this artwork to someone for review and approval

Request Approval

Send this artwork to someone for review and approval. The product will be placed in the "Save For Later" portion of your cart and you will be notified when you receive feedback or approval.

Julie Lalonde

julie@smart.realestate

Please review and approve my sign!

33 / 1000

SEND AND SAVE FOR LATER

If you need any assistance with your custom design, please reach out to Julie julie@smart.realestate

12. Checking Out

Ready to finalize your order! If you already signed up and added all your details, this will be a breeze. If you haven't yet, it will save your information for future orders.

Discount Codes: If ordering more than 3 items, use the Discount Code: AGENTPACK10 to save 10%. Keep an eye on your emails from Markful. They often sends promotions!

TIP: This deal below pops up in your email when you leave qualifying items in your cart without checking out.

Great option when AGENTPACK10 can't be used but you are ordering over \$200 in products.