

Florida Realtors®



## Northeast Florida Association of Realtors® Form Simplicity Training Sessions

**Simplify your forms process -- take advantage of your FREE member benefit!**

Form Simplicity was designed to be powerful, yet easy to learn and use, saving Realtors® time. We will be hosting two training sessions **demonstrating how brokers and agents can leverage Form Simplicity for their business:**

- Print blank forms without creating a transaction
- Use **MLS import** and **auto population** to save typing time
  - Easily develop powerful Form Packages
  - **Archive your transactions** for long-term storage
    - Integrate your own customized files
    - **NEW—Electronic Signing with DocuSign**
  - BROKERS - Accessing your agent's transactions
- BROKERS- Creating **brokerage-wide packages and clauses**
  - BROKERS - Adding your forms to the library
- BROKERS - Controlling which forms are available to your agents

**Monday, October 25<sup>th</sup>, 2010**

8:30AM – 10:00AM

1:00PM – 2:30PM

**SEATING IS LIMITED! CLICK HERE TO REGISTER!**

***Northeast Florida Association of Realtors®***

***7801 Deercreek Club Rd.***

***Jacksonville, FL 32256***

***(904) 394-9494 X 1650 OR X 1605***

**We look forward to seeing you at one of these information-packed sessions!**