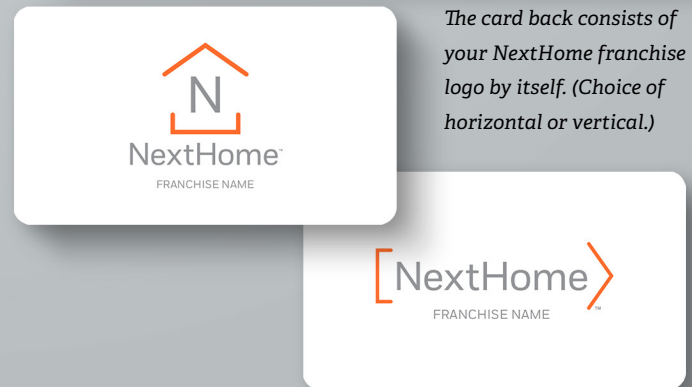


My custom business card layouts allow you to flex your personal style while leveraging the strength of the NextHome brand. You can add your photo, a personal/team logo, and even Luke!

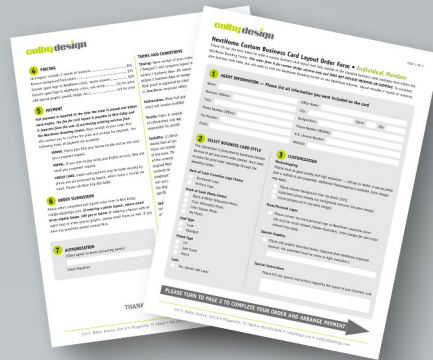
I'll give you a few layout options to choose from. You'll pick the one you like and request any necessary corrections. Once you approve the final artwork, I'll send it to NextHome to give to the printer.



The card back consists of your NextHome franchise logo by itself. (Choice of horizontal or vertical.)

1 Your Info. Complete, sign, and return the order form on the following pages. Please include all the info you would like on your business card. Be sure to select which franchise logo (H or V) you want on the back of the card, which card type, and finish. This info is given to the printer.

TIP: NextHome requires your office address. Your real estate license number is only required if it's required by your state.



2 Your Photo. If you're ordering a card with your photo on it, please send a large, high resolution image.

TIP: To have enough resolution for good printing quality, photo file size should be a minimum of 200k. The more pixels the better!

TIP: To remove the photo background and isolate you naturally on the white card background, both shoulders and arms should be in frame. Tightly cropped photos result in arms cut off with no context and an unnatural, chopped look.

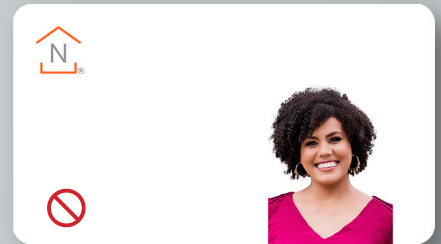
Often with a professional headshot, the photographer will have an uncropped version of the same photo. This allows more flexibility in the layout.



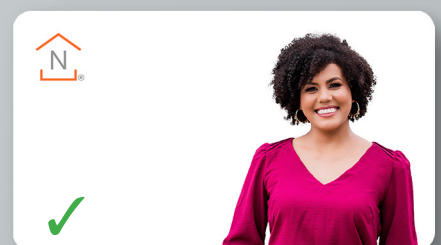
VS.



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3 Your Logo. If you want to include your personal or team logo, please make sure it consists of NextHome's primary or secondary colors. (Approval of the logo by NextHome is required.) Colby Design can convert your logo for you, ensuring it meets NextHome branding guidelines.

TIP: Please send the logo in Adobe Illustrator (vector) format. The file name will have a .ai, .eps, or .pdf file extension. This ensures clean, crisp quality when scaled to any size.



VS.



NextHome Custom Business Card Layout Order Form • Individual Member

Please fill out the form below to order a custom business card layout that falls outside of the standard business cards available from within the NextHome Branding Center. **This order form is for custom design services only and DOES NOT INCLUDE PRINTING OR SHIPPING.** To complete your business card order, you will need to visit the NextHome Branding Center on the NextHome intranet. Layout includes 2 rounds of revisions.

1 AGENT INFORMATION — Please list all information you want included on the card

Name:	Office Name:		
Business Address:	City:	State:	Zip:
Title:	Designations:		
Phone Number (Office):	Phone Number (Mobile):		
Fax Number:	R.E. License Number:		
Email:	Website:		

2 SELECT BUSINESS CARD STYLE

This information is forwarded to NextHome Member Services to get your print order started. You'll need to place the print order separately through the Branding Center.

Back of Card: Franchise Logo Choice

Horizontal Logo
Vertical Logo

Front of Card: Photo Choice

Black & White Silhouette Photo
Color Silhouette Photo
Color Square Photo
No Photo

Card Type

Luxe
Standard

Finish Type

UV
Soft Touch
Matte

Luke

Yes, please add Luke!

3 CUSTOMIZATION

Photoshopping

Photos must be good quality and high resolution — 300 ppi or better. A low-res photo from a website is not acceptable. Additional Photoshopping is available. Extra charges may apply.

Please remove background from my photo (\$35)
Submitted photo already has background removed (no extra charge)
Leave background in (no extra charge)

Team/Personal Logos

Please convert my team/personal logo to NextHome corporate colors
File must be vector artwork (Adobe Illustrator). Extra charges for non-vector artwork may apply.

Special Graphics

Please add graphic described below (Approval from NextHome Corporate required. File submitted must be vector or high resolution.)

Special instructions

Please list any special instructions regarding the layout of your business card.

PLEASE TURN TO PAGE 2 TO COMPLETE YOUR ORDER AND ARRANGE PAYMENT

4 PRICING

Card layout, includes 2 rounds of revisions	\$55
Remove background from photo	\$35
Convert agent logo to NextHome colors, vector artwork	\$30
Convert agent logo to NextHome colors, non-vector	Call for price
Add special graphic (award, badge, etc.)	Call for price

5 PAYMENT

Full payment is required at the time the order is placed and before work begins. The fee for card layout is payable to Rick Colby and is separate from the cost of purchasing printing services from the NextHome Branding Center. Upon receipt of your order Rick will contact you to confirm the price and arrange for payment. The following forms of payment are accepted:

VENMO. Please give Rick your Venmo handle and he will send you a payment request.

PAYPAL. If you wish to pay using your PayPal account, Rick will email you a payment request.

CREDIT CARD. Credit card payments may be made securely by phone and are processed by Square, which issues a receipt via email. Please call Rick: 916-955-8486.

6 ORDER SUBMISSION

Please email completed and signed order form to Rick Colby: rick@colbydesign.com. **If ordering a photo layout, please email hi-res digital image, 300 ppi or better.** If ordering a layout with an agent logo or other special graphic, please email those as well. If you have any questions please contact Rick.

7 AUTHORIZATION

(Client agrees to terms and pricing herein)

Client Signature

TERMS AND CONDITIONS

Timing: Upon receipt of your order and full payment, Rick Colby ("Designer") will complete layout work and email a proof to client within 2 business days. All subsequent revisions will be completed within 2 business days of receipt and a revised proof emailed. After final proof is approved by client, press-ready artwork will be sent to NextHome corporate office for printing.

Deliverables: When full payment is made and order is complete, client will receive modified photo and converted logo, if applicable.

Proofs: Client is responsible for checking all proofs for accuracy of information and approval of layout. Designer is not ultimately responsible for proofreading Client's copy.

Liability: (1) Disclaimer of Express Warranties. The Client understands that all proofs, comps, and preparatory work shown to the Client are intended only to illustrate the general type and quality of the work. They are not intended to represent the actual output of the artwork by third-parties, including printers. (2) Disclaimer of Implied Warranties. The Designer warrants only that the work will conform to the description contained in the order. The Designer's maximum liability, whether by negligence, contract, or otherwise, will not exceed the return of the amount invoiced for the work in the dispute. Under no circumstances will the Designer be liable for specific, individual, or consequential damages.

Indemnification: The Client warrants that the subject matter to be used in the artwork is not copyrighted by a third party. The Client also recognizes that because subject matter does not have to bear a copyright notice to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The Client further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the Client agrees to indemnify and hold the Designer harmless for all liability, damages, and attorney fees that may be incurred in any legal action connected with copyright infringement involving the work produced or provided.

THANK YOU FOR YOUR ORDER!