**Assistant Role**

Non-Negotiables

* 200 **Seasonal Letters** – Per Week
* 200 **LMR Letters** - Per Week

Once letters are sent forward the agent and associate the address for that week

**Once Listing is Signed**

1. Introduction email sent to vendor by 10am next day
2. Flowers sent to home within 24 hours
3. Email confirming photo shoot time
4. Property link on realestate.com emailed to agent and associate once live.

**Once Contract is Signed**

1. Buyer is emailed account details for deposit same day as contract is signed
2. Contract sent to all parties within 24 hours of signing

No matter what these two points have to be done, if there are issues they need to be rectified by the buyer manager or agent within these timeframes.

Bonus at the end of each quarter is determined on how well this is done.