Real Estate Production Order

Comcast SPOTLIGHT
3676 Hartsfield Road
First Floor
Tallahassee, FL 32303
(850) 574-4050 fax: 574-4031
RealEstateShowcase@comcast.net
www.TallahasseeAdvertising.com

AE Name: _____
Graphics: _____
Audio: _____
Completed:

Information Needed for Office use (This will not appear on screen.)

☐ **New Listing** ☐ **Delete Listing** ☐ **Change Text/Picture**
☐ **Change VO** ☐ **Activate** ☐ **Deactivate**

Real Estate Company: _____
Agent or Contact: _____ Phone Number: _____
Listing Address: _____
City, State. Zip _____

TODAYS DATE: _____ **NEXT SHOW DATE:** _____

ON-SCREEN INFORMATION

_____ **Price**

PHOTO(S) OF HOME
_____ Number of Photos
_____ Attached
_____ Digital (see below)

_____ **Address or Location**

_____ City (optional)

_____ MLS # (optional)

Banner: _____

Description Of Change:

_____ Realtor Name

_____ Phone Number

_____ Additional Phone # (optional)

PHOTO

☐ On File
☐ Attached
☐ Digital (see below)
☐ No Photo

AUDIO SCRIPT (Choose A or B)

___Male ____Female ____No Preference

____ **A) Write your own audio script.** Please print your audio script below. Include pronunciations for proper names. No abbreviations, please. We reserve the right to edit for length and clarity. **USE 12 POINT TIMES NEW ROMAN FONT**

____ **B) Please write the script for me.** I have selected key features for this real estate listing from the options to the right.

Digital Submissions (for client submissions only)

Sender's E-mail Address: _____
File Names: _____

HOME FEATURES
(FOR AUDIO OPTION B)
15 sec. - Choose 6-8

☐ Appliances included
☐ Bedroom(s): _____
☐ Bathroom(s): _____
☐ Breakfast Nook
☐ Car Garage: _____
☐ Central Air
☐ Close to Downtown
☐ Close to Park
☐ Close to Schools
☐ Close to Shopping
☐ Close to Transportation
☐ Condo
☐ Cottage
☐ Deck
☐ Den
☐ Duplex
☐ Fireplace(s) Wood: _____
☐ Fireplace(s) Gas: _____
☐ Family Room
☐ Finished Basement
☐ Great First Home
☐ Hardwood Floors
☐ Hot Tub
☐ Jacuzzi Tub
☐ Landscaped Yard
☐ Main Floor Laundry
☐ Office
☐ On a Cul de Sac
☐ On a Lake
☐ On a Quiet Street
☐ Oversized Lot
☐ Pool
☐ Prestigious Neighborhood
☐ Ranch
☐ Rec Room
☐ Solid Brick
☐ Split Level
☐ Sprinkler System
☐ Sq. Footage: _____
☐ Upgraded Windows
☐ Wall-to-Wall Carpet
☐ Other: _____
☐ Other: _____
☐ Other: _____
☐ Other: