

# **Instructions & Maps for**

## **Just Listed / Just SOLD Cards**

If an Associate wants to have cards sent out on their behalf, they need to complete the Order Form providing us with the delivery area. This is also known by Canada Post as the Letter Carrier Walk (LCW).

Canada Post Maps are in this booklet for their reference.

Once the LCW(s) have been chosen, they then complete the order form which is sent to Real Media and [arlettes@4561000.com](mailto:arlettes@4561000.com)

Real Media will prepare the cards and get them to the post office for delivery. Delivered based on LCW(s) provided (not the address of the listing).

## Instructions for Associate:

1. You must have the correct postal code for your listing and put that on the order form.
2. Using the first 3 letters of postal code view the corresponding map
3. Choose the Letter Carrier Walk(s) for delivery of the cards and write the LC or SS numbers on the Order Form
4. You have the choice of sending the cards to Houses, Apartments, Farms, Businesses or any combination of them, check this off on the form
5. Cross check the walk number with the Householder Counts to get the total number of Just Listed/SOLD cards that you want us to send

**NOTE:** you cannot split or choose half or a portion of a walk. But if you provide 500 cards for a walk that has 783, they will be distributed randomly on the walk until they run out.

**If you are marketing an area outside of Brampton, Mississauga, i.e. Acton or Georgetown** – you are advised to deliver them to the postal outlet yourself. We will help you facilitate the paperwork. Just let us know.

# INDEX

## Associate and CST Instructions

### 1. Letter Carrier Walk Maps

L6V	L6X	L6S	L6T	L6W
L6Y	L6Z	L7A	L6P	L6R

### 2. Householder Counts – based on first 3 digits of the following Postal Codes in corresponding order.

Counts are for Houses, Apartments, Farms, Businesses – you must choose who you want them delivered to and give the total on your order form.

### 3. Form to send to Real Media

- Associate to complete
- CST then scans completed form to Real Media and [arlettes@4561000.com](mailto:arlettes@4561000.com), dates and signs Form.
- Form to be placed in the listing file.
- Copy of Form to be kept at back of book.