

Baird & Warner Visual Marketing Program

Process Summary for Baird & Warner Agents

Updated 9/3/09

Order Process: New Photography orders are placed by submitting the listing paperwork information to your office administrator. The office administrator then enters the data into Baird & Warner's "AS400" system. The AS400 is a listing tracking system which interacts with VHT'S database, sending listing information to VHT. VHT receives your order at the end of the business day that your listing information is input into the AS/400.

Scheduling: The next business morning after your order was entered into the AS400 System, you will receive a phone call from a VHT Photographer to schedule an appointment. The Photographer will offer 2 dates/times, one will be within 2-3 business days of the date the listing was entered into the AS400 system. In the unlikely event that you are not contacted within this timeframe, please contact VHT Client Services at support@vht.com or 800-790-8687.

VHT Studios™ Completion: You will receive the completed property tour link with photographs from VHT Studios™ within one to two business days after your appointment with the VHT Photographer. If modifications need to be made to your property tours, please contact VHT Client Services at support@vht.com, or call 800-790-8687, or log into your MyVHT account at www.vht.com/MyVHT.

Distribution/Linking Information: VHT then distributes your property tour URL and photographs to all applicable websites, brochure printers, cable channels, and newspapers. You can expect your property tour URL and photographs to appear on the websites within 24 hours after receiving the VHT Studios™ Complete email. Timely website distribution is dependent on having the Baird & Warner ID# and MRED# in addition to the correct zip code. The following is a list of the distribution points:

BairdWarner.com – URL Links and Photographs 2x/day

MRED- URL Links and Photographs 2x/day

ChicagoTribune.com - URL Links and Exterior Front Photograph 1x/day

Xpressdocs.com – Photographs available after Studio Complete Email is sent

Changes and Relists: If any of the 2 property ID#'s change (MRED or Baird & Warner ID), please notify your office administrator responsible for updating the AS400 System. Once the AS400 System is updated, all websites listed above will be updated just after midnight that day. If room names are changed and/or photograph display order is changed in your MyVHT account, then all websites listed above will be updated with the same information just after midnight the day the changes were made

Suggestions/Comments: We continually strive to improve our services to our clients and welcome your feedback and suggestions at any time. We are only successful if you are successful. Call or email us at 800-790-8687 or support@vht.com.