

FAX TO: 648-8813

SIGNS AND SERVICES  
SIGN PLACEMENT ORDER AND TRACKING FORM

PHONE: 648-3878

LIBERTY REALTY

AGENT: \_\_\_\_\_

PHONE: \_\_\_\_\_

2451 S. BUFFALO

Date sent: \_\_\_\_\_

Time: \_\_\_\_\_

FAX: 248-4888

Date Rec'd: \_\_\_\_\_

Time: \_\_\_\_\_

The following sign arrangement to be placed at: \_\_\_\_\_

On Date: \_\_\_\_\_ Occupant's Name: \_\_\_\_\_

Please indicate order of placement of sign and any riders desired in descending order from below the crossbar (1- ??) Indicate if rider to be placed atop sign.

<del>Clear</del> Sign	___	Personalized (name on sign)	_____
Assumable	___	Assumable/No Qual	Immediate Possession
Pool	___	Bedrooms	___
Spa	___	Acres	___
Pool/Spa	___	Low Downpayment	Owner Financing
For Lease	___	Directional Arrow	___
Lease/Option	___	FHA/VA	___
For Rent	___	Special Financing	(add) SOLD Rider
Price Reduced	___	Agent Rider (if in inventory)	_____

SPECIAL INSTRUCTIONS: \_\_\_\_\_

Listing Expires: \_\_\_\_\_ Front Boy Coordinates: \_\_\_\_\_

PLACEMENT REPORT

The following sign arrangement was placed at \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Company Sign: \_\_\_\_\_

RIDERS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Placed By: \_\_\_\_\_ Billed: \_\_\_\_\_ Signs Remaining in Inventory: \_\_\_\_\_

SIGN REMOVAL ORDER

The sign arrangement at \_\_\_\_\_

is to be removed effective \_\_\_\_\_ Agent: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

SIGN REMOVAL REPORT

The requested sign arrangement was removed \_\_\_\_\_ at \_\_\_\_\_ am/pm

Comments: \_\_\_\_\_

NUMBER OF YOUR COMPANY SIGNS REMAINING IN INVENTORY (not hanging): \_\_\_\_\_