



SKYLINE MEDIA
REAL ESTATE MARKETING

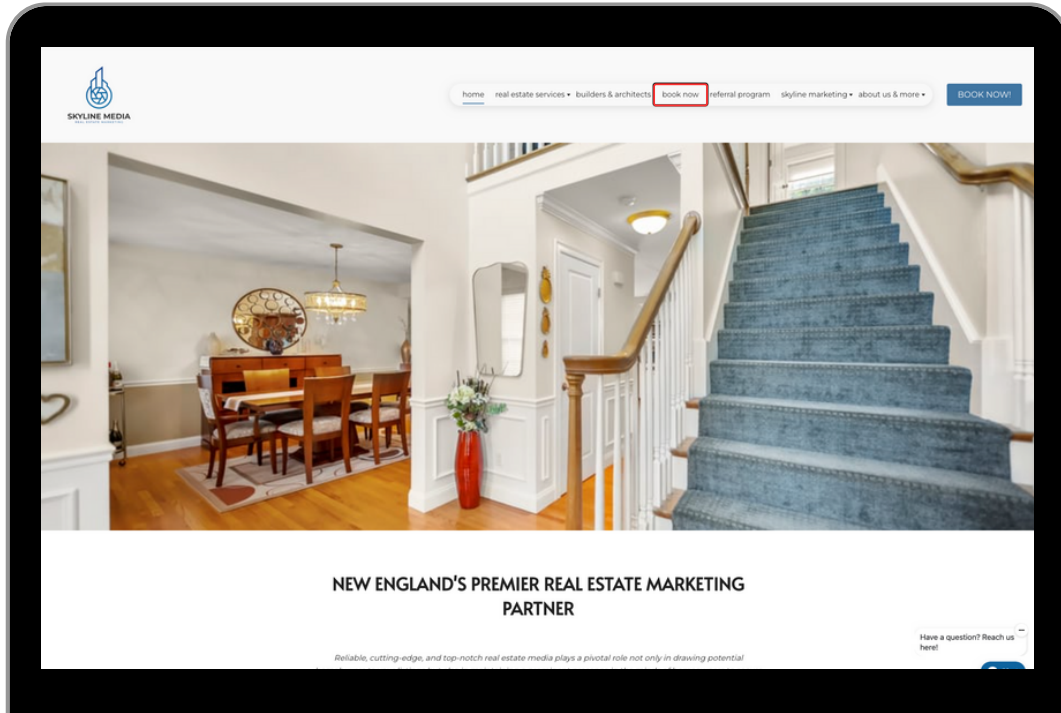
HOW TO
Place An Order

✉ hello@skylinemediapro

🌐 skylinemediapro

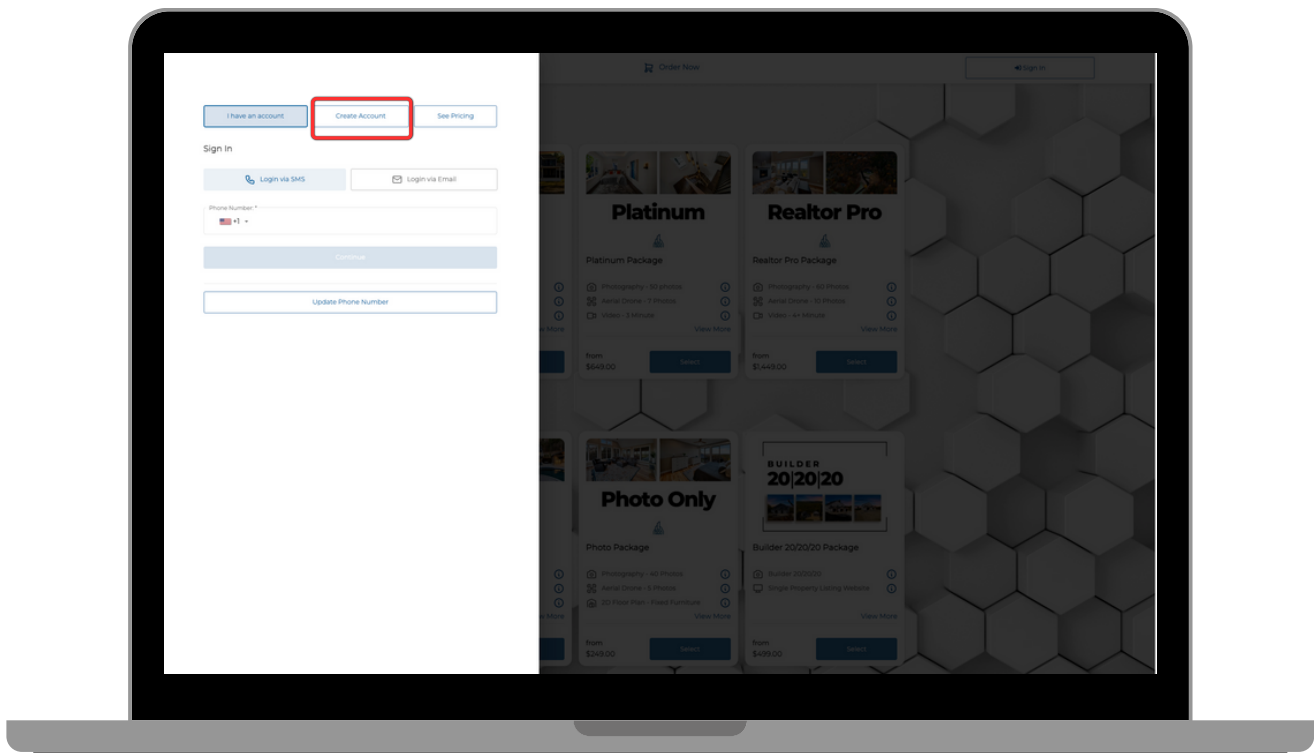
Placing an Order

Step 1



Head to our website, SkylineMedia.pro, and click the “book now” tab in the navigation bar at the top of our website homepage.

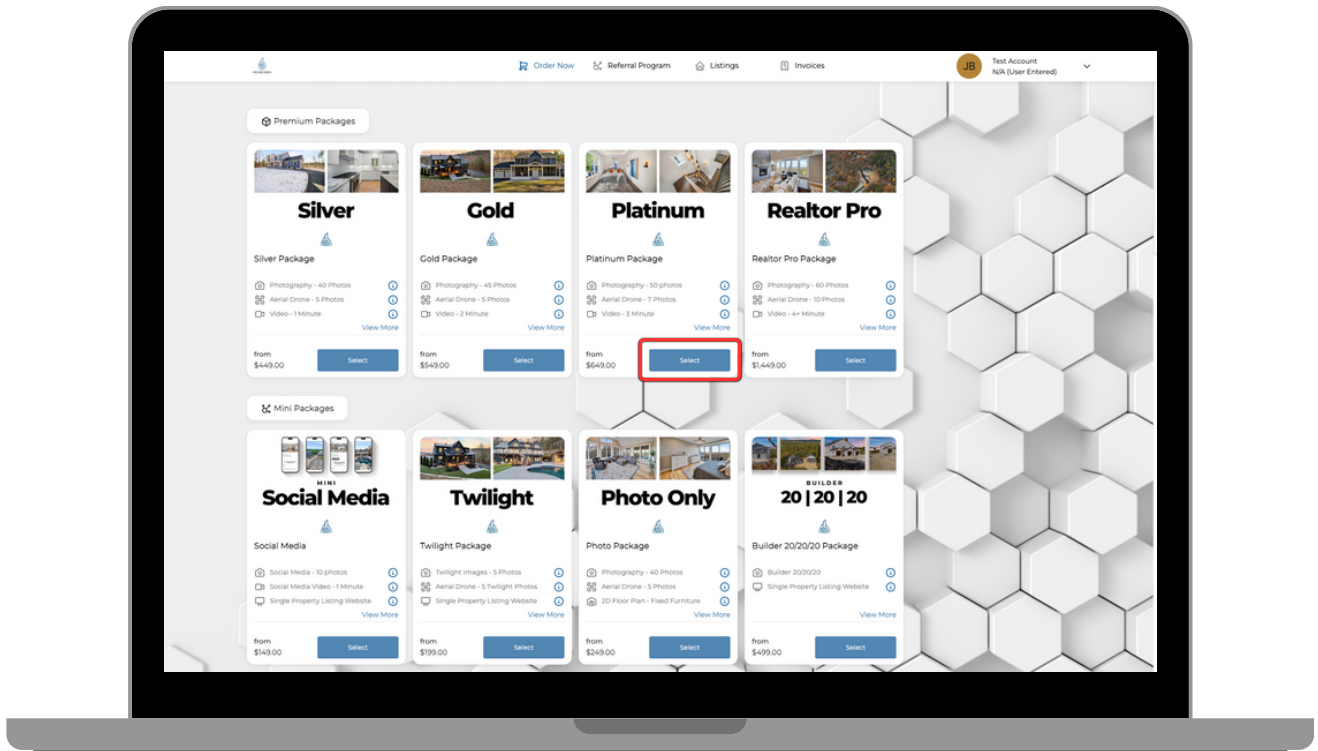
Step 2



From here, you can click on “Create Account” if you are a new client. Simply enter your information to create your account in less than 60 seconds.

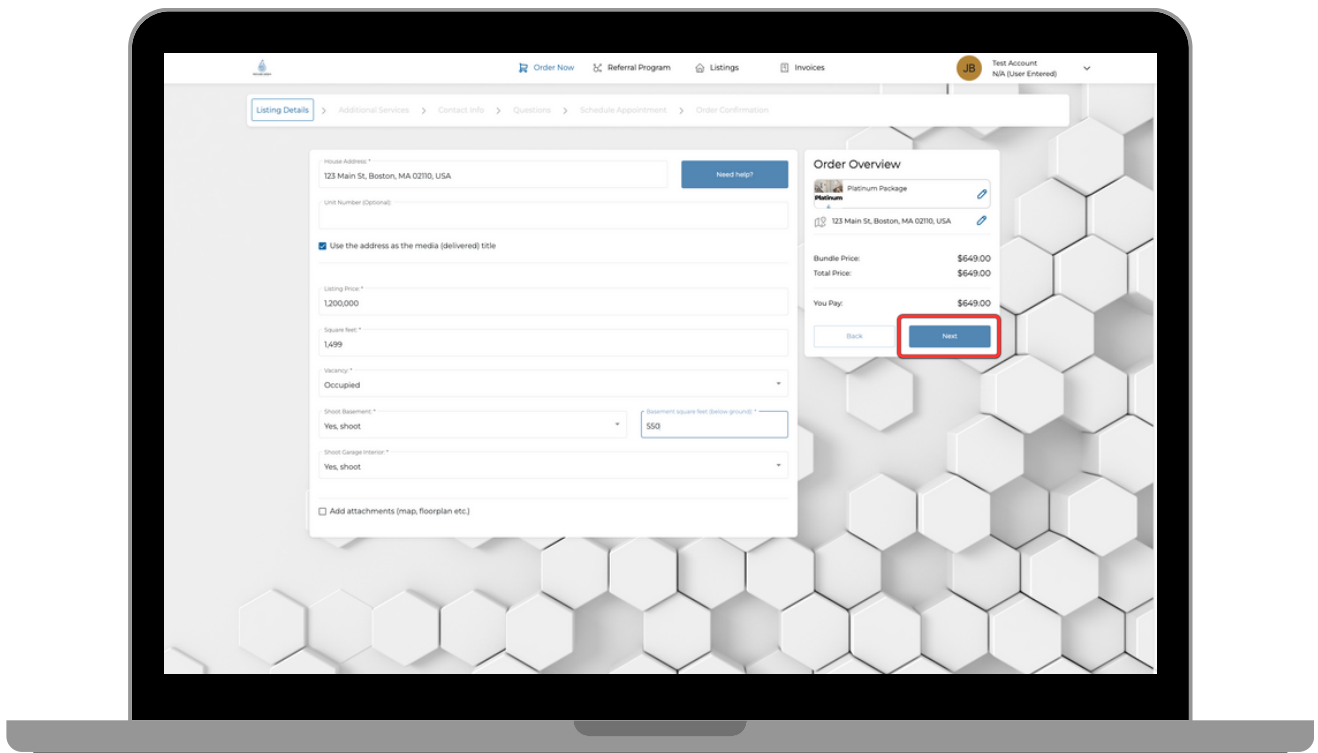
If you are a returning customer that has made an account in the past, click “I have an account”. Enter your phone number (or email if you wish, although phone number is easiest method of login), and an automated text will be sent to your mobile device with a PIN code. Enter the PIN code and click “Verify PIN”. You are now logged into our online booking portal.

Step 3



You are now at the main page of our online booking portal. From here, you can scroll up and down to view the services and packages we offer, and make a selection on which service is needed for your listing.

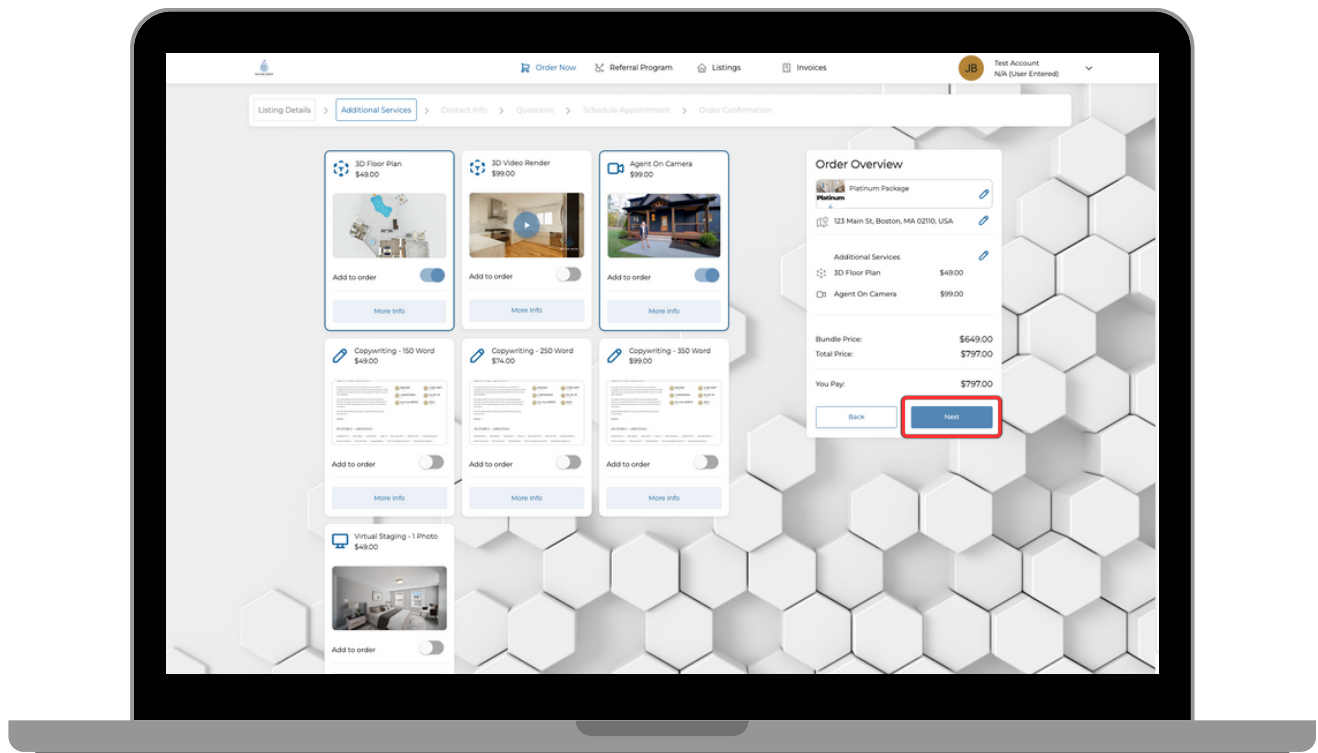
Step 4



Upon selecting the service required for your listing, enter the property details. Address, listing pricing, total square footage, etc., and click "next".

You can also add attachments in this section if you have anything to share with us. There will also be another section further in the booking process that allows you the ability of adding additional comments if needed.

Step 5



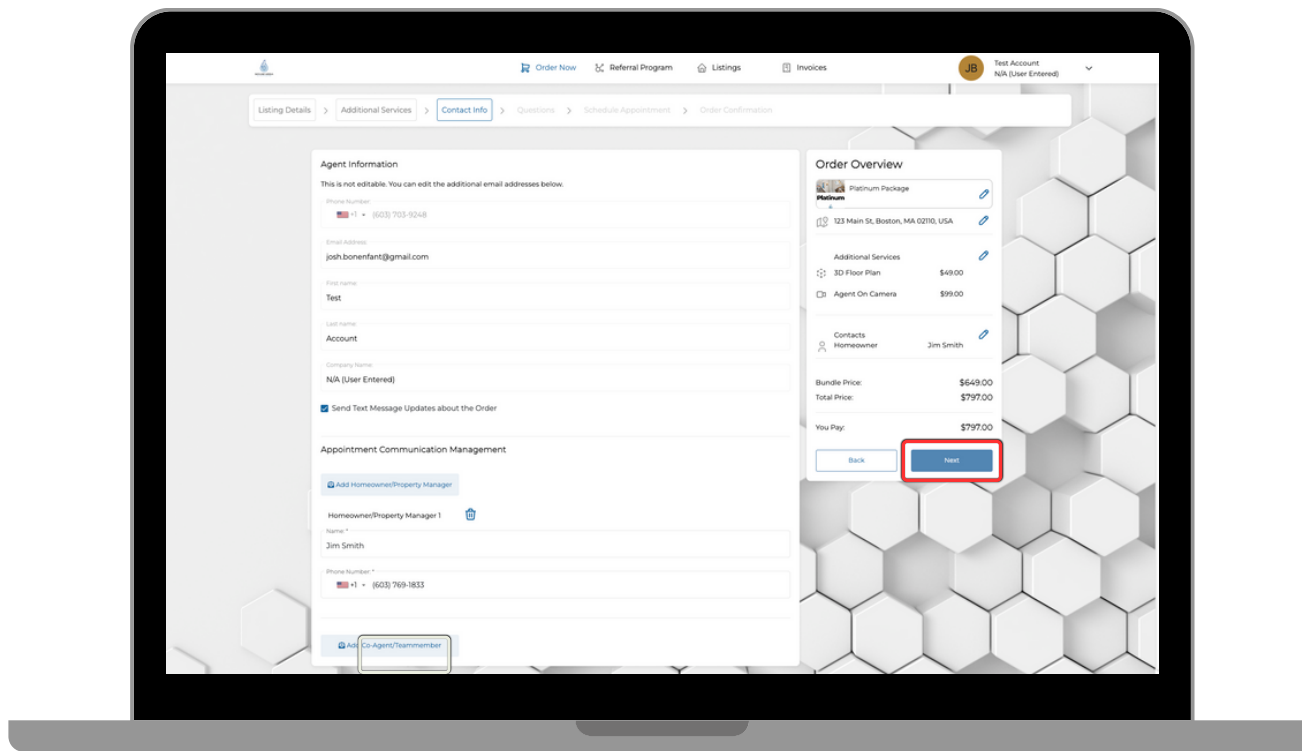
Here, you can select any additional add-on services your listing requires. Simply select the toggle next to the add-on your listing requires, if any.

Add on services will populate items that are not part of the package or service you selected. For example, if the package you selected contains a 2D floor plan, a 2D floor plan will not be an add-on service that populates on this page. You will only see add-on services that are applicable to your current order.

If there is a service you do not see populate, but require for your listing, you can still place the order as is. Just send us an email after you placed an order and let us know. We can add additional services internally if needed.

Select any add-on's and hit "next".

Step 6

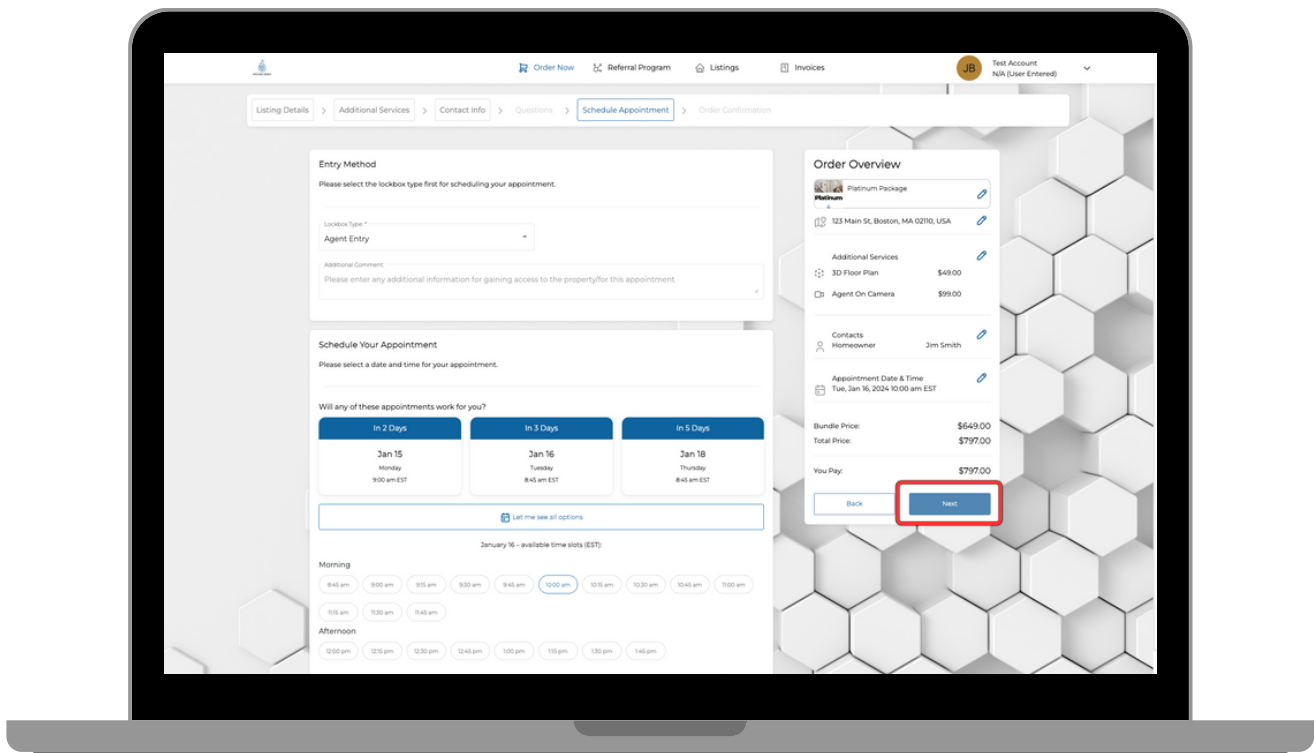


Enter your information. If you are logged into your account already, this information will auto populate.

In this section, you also have the ability to add the homeowner to the order. Adding a homeowner will allow a pre-shoot checklist to be automatically sent to the homeowner to ensure the homeowner prepares the home for shoot day. The homeowner will also receive updates on shoot day. Updates will include our expected arrival time, the actual time we arrive and when we have completed the shoot. The homeowner will NOT receive any information regarding the price you paid for the shoot and will NOT receive any invoices. We recommend this on all listings to minimize the time you need to spend preparing the listing yourself.

Once complete, hit "next"

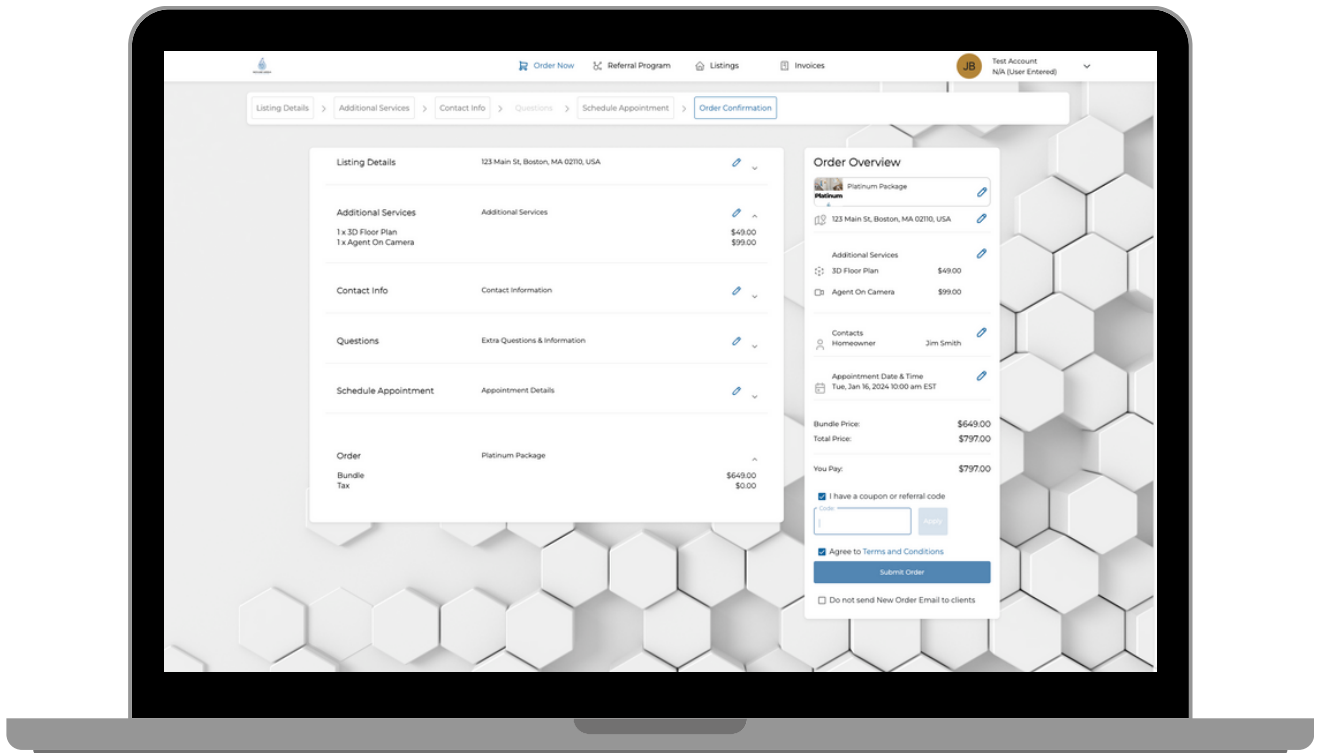
Step 7



From here, select how we will enter the property. Agent entry, lockbox code etc. You can also add any additional information or comments.

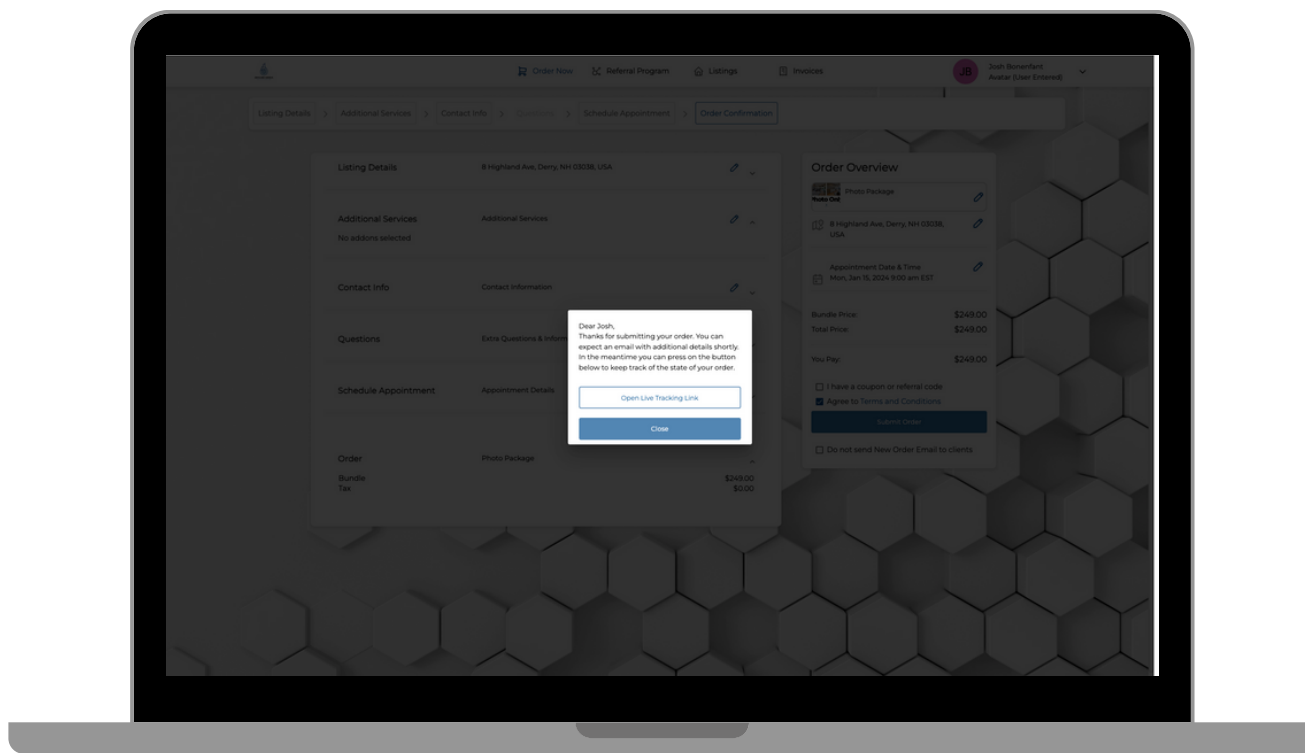
Then, select a date and time for the listing. Our portal will suggest dates and times, or, you can select a date and time in the drop down. Once you've selected a date and time, hit "next"

Step 8



Confirm that all order details are accurate. If you have a coupon or referral code, enter it in the order overview section. Agree to the terms and conditions and submit the order.

Step 8



Once submitted, you will receive an email confirmation as well as an on screen prompt. From this prompt, you can select “live tracker”, which will show you live tracking updates on the scheduled shoot day. Alternatively, the automated email confirmation you receive will contain a live tracking link, so feel free to close out of the order at this point and refer to the email confirmation.

On shoot day, you can simply click the link in the confirmation email and track our status throughout shoot day. Live tracking will provide updates on our expected arrival time, when we have arrived, and when we have completed the shoot. If you added a homeowner, the homeowner will receive these updates as well.

If you have any questions regarding how to place an order, please email us at hello@skylinemedia.pro and we will be glad to assist you.