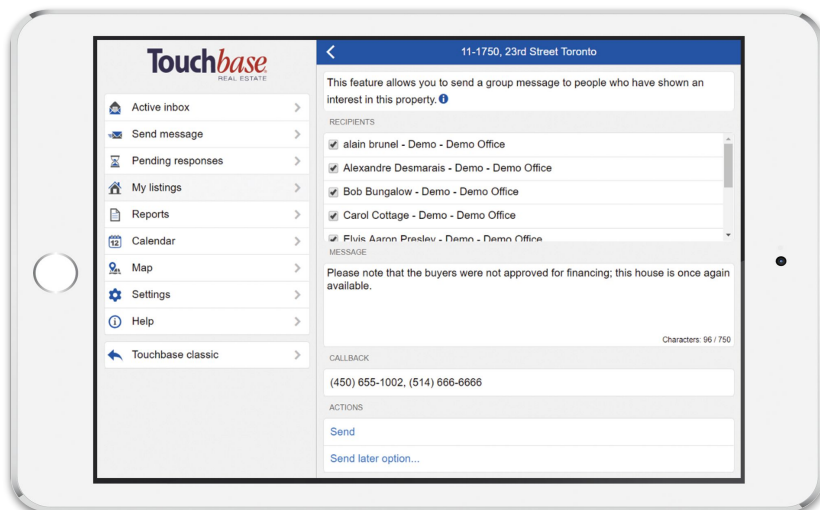




## Reach potential buyers with the Send Notice feature



**With Touchbase, this is not ONLY possible, it's also EASY.**

Easily contact any agent who has seen, inquired about or shown interest in one of your listings. You can now announce a price change, status change or communicate any other important information without having to send out each message individually.

# Reach potential buyers with the Send Notice feature

## Customize your communication

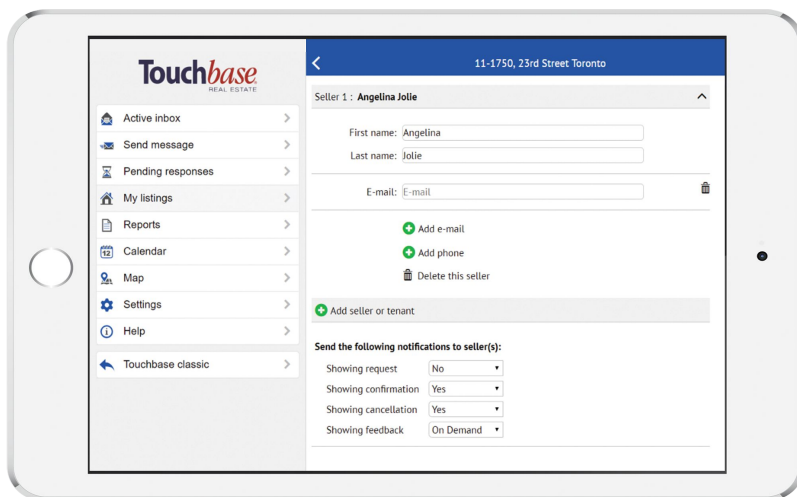
### A. Send a notice about a specific listing

- ✓ Go to **My listings** > **Choose the listing** > **Send notice**.
- ✓ You will see a checklist containing all the names of those who contacted you about any given listing.
- ✓ Uncheck any names that you do not wish to contact before sending.
- ✓ Type out your message and hit **Send** (or **Send Later**).

### B. Keep your sellers in the loop

Sometimes, your sellers might want to be more involved in the showing process. This might mean being copied in on certain communications, or even wanting the ability to **confirm showings** themselves.

You can **add their email or cell phone number**, and choose which types of messages they will receive.



- ✓ Go to **My listings** > **Choose the listing** > **Seller details**.
- ✓ Enter your seller's first and last name, and then fill in the **Add phone** or **Add email** fields, or both.
- ✓ Choose which notifications they will receive.
- ✓ By choosing the **On demand** option, the agent will receive showing requests and have the option of forwarding them by email to the seller with the click of a button.

## Showing feedback for each listing

### C. View feedback for each listing

See an overview of your feedback for each listing.

✓ Go to **My listings > Choose the listing > Feedback.**

You'll then be able to sort through individual feedback reports, if you like.

