



Office Use Only

Agent Code:

Tour Date:

Tour Time:

MLS#:

252 Sunset Hills Dr. Sunrise Beach, MO 65079 573-374-1000 Fax 573-374-2401

Request for Virtual Tour

(Please fax your request)

A virtual tour time and date will be made by appointment after your request has been received.

Agent's Name:		Address / House Description / Location of virtual tour:				
Office Phone:						
Cell Phone:						
Fax:						
Form of Payment: (Check One) Due when services are rendered		Cash	Check	Visa	MasterCard	Driving Directions:
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Card Number:						
Expiration Date:						
Total:\$	Virtual Tour \$65.00	Additional Scenes (\$10 EA)		Burned to CD (\$2 EA)	Realtor.com Listing \$25	
Signature:				Date:		
If paying by credit card, your signature authorizes Portside to charge your card for the full amount written in the TOTAL section above on the date of your scheduled photo shoot. You agree to be otherwise financially responsible in the event your credit card is rejected or unusable. If paying by check you agree to be otherwise financially responsible in the event your check does not clear your bank for ANY REASON. There will be a \$30 service fee charged if your check is returned.						

For Office Use During Photo Shoot

Scene Selection	360 °	Less	Scene Description	Photo start Number	Photo End Number
Scene 1					
Scene 2					
Scene 3					
Scene 4					
Scene 5					
Scene 6					
Scene 7					
Scene 8					
Scene 9					
Scene 10					
Scene 11					
Scene 12					
Scene 13					
Scene 14					
Scene 15					

Our photo tours are hosted using RealBiz® 360 Virtual Tours and their web servers. We reserve the right to reschedule your photo shoot due to adverse weather conditions if necessary. Please make sure your property is in PHOTO READY condition. We will not move furniture, etc. on the day of your photo shoot. Please let us know if you have any particular scene that requires special attention. The base cost of your virtual tour includes up to 15 different photo scenes, either 360° or less. Each complete virtual tour will cost \$65.00. Each additional scene will cost \$10. You may have your virtual tour burned to a CD for an additional \$2.00 each. Payment will be due in full at the time of your photo shoot payable by the methods illustrated above. If you are a first time customer, we will require an Agent / Broker information sheet to be completed before your virtual tour can be photographed. Our virtual tours can be published to Realtor.com (must be a Showcase Member, if not, an additional fee applies if requested) and any other website of you're choosing at no additional charge. Your signature indicates that your Virtual Tour has been photographed and payment in full has been received.

We appreciate your business and look forward to sharing many Kodak moments together.