

Dear Realtor:

Thank you for your inquiry about **Best Agent Business** and our part-time assistant services for top agents. We work with the top 10-20% of agents nationwide who use assistants or should be using assistants to grow their business.

Our company, **Best Agent Business**, provides a team of industry-knowledgeable professionals using solid tools to assist agents with tasks such as contact data base maintenance, mailings, marketing assistance, listing assistance, and transaction coordination for closings.

Our clients have a single point of contact at **Best Agent Business** who serves as the Team Coordinator and has a weekly call/email to delegate new work and review past work. Your Team Coordinator gets the work completed with the most appropriate staff of **Best Agent Business**. Thus, you do not need to recruit, hire, fire, train, or manage part-time or full-time staff. We are covering that for you and your business.

We help you delegate and outsource so you can focus your time on your unique talents and abilities. If you wish you had more time to sell and you wish you could spend less time on non-sales activities, then **Best Agent Business** can help.

Services are performed professionally, with speed, confidentiality and accuracy, to achieve your business goals. Our core services of marketing, listing, and closing assistance is provided to agents who wish to leverage their time, without having to directly hire a part-time or full-time assistant. We will create a personalized service just for you.

The most successful agents delegate and outsource to assistants and other service vendors. Are you ready to make a leap and delegate more work to business assistants?

We can be reached at sales@bestagentbusiness.com and 240-396-5282 or fax us a note to fax: 240-751-4247. We will discuss your needs and provide immediate price quotes. An average starting effort is about 10-12 hours per week for about \$995/month. Our average blended rate is about \$20/hour.

Sincerely,

Steve

Steve Kantor

President

Best Agent Business – www.bestagentbusiness.com - a division of Lifebushido LLC

P.S. We always appreciate referrals. If you know an agent who is looking for part-time assistance, please connect me to them via email or email us their name.

Best Agent Business

Services: Marketing – Listing – Closing – Office

Best Agent Business provides a nationwide service of part-time assistants for top real estate agents to help them delegate/outsource so they can focus on their unique talents.

Marketing Assistance

Database, Mailings, Website/Graphics

Database

Add/delete/edit client information with format consistency, Data verification, Label setup/printing in preparation for mailings, Letter setup/printing for mailings, Data cleanup, Trouble-shooting/problem resolution, Special Lists – Creation/Maintenance.

Mailings

Direct Mail, Email, Hand-addressed pieces
Flyers, Brochures, Letters, Newsletters and
Postcards, Information/Introduction/Relocation
packets, Coordinated campaigns, Monthly mailings.

Web/Graphic Design

Postcards, Flyers, Letters, Brochures, Campaigns.
Newsletters, Special Events Creation/Coordination,
Visual Tour Creation/Posting, Realtor website
creation/maintenance, Web commercials, Listing
presentations, CD tours/presentations

Listing Assistance

Listing Services Coordination – one-stop service
provides: Clerical support from listing to contract
Coordination of local service providers, Overall
coordination of all support activities during listing
MLS input/maintenance, CMA preparation
Feedback acquisition/coordination/presentation.

Closing Assistance

One-stop coordination activities for local service
providers, Electronic file maintenance, Clerical
support from contract to closing, One-stop
coordination of all closing process activities.

Office Assistance

Appointment Scheduling, Calendar maintenance
Courtesy reminder calls/cards, Correspondence
Mail and Email, Call answering and Voice Mail.

Contact us at: sales@bestagentbusiness.com – 240-396-5282