



It's 7:30 am, Thursday. The newest Real Estate Guide is in the Guardian and you're the agent on duty. Your cell phone is ringing and you haven't even had your coffee yet, let alone read the paper. You have three showings to schedule today, you're waiting for a financing letter and you have to check on that pre-close inspection before noon.

It's 6:00 pm, Friday. You survived yesterday's chaos, but you promised your friend/wife/husband that you'd be home for dinner tonight and you're sitting at your desk checking emails that you should have responded to yesterday. As you pick up your cell to change plans, it tells you that you have 8 unheard messages. You suddenly realize that you forgot to check how that last showing went this afternoon and you know at least one of those messages is from your vendor!

It's 5:00 pm, Saturday and you're ready to relax. You've cracked open a brown beverage (love that sound), lit the barbecue (love that smell) and you can feel the summer sun on your skin for the first time this year! You've taken the weekend off! You're free to put your feet up and do whatever your heart desires! This is why you decided to be a Realtor-the freedom to make your own schedule. You might even hit the driving range after supper! But wait. When you went to the office this morning you forgot to fax a PCDS for your new listing to the agent who is showing it at 6:00. It's alright, if her client is interested you'll send it to her on Monday. You're tempted to check your voicemail, but you promised yourself that you wouldn't work this afternoon. Oh well, it will only take a minute.....

You're glad that you're busy, but your marriage to your cell phone just isn't working for you anymore!

It doesn't have to be like this for one more day! There is a new service provider here on PEI who will take care of the administrative side of things so you can spend more time on the bread & butter of your business-selling houses.

We are Mann Made Time, a Virtual Assistant business specializing in Realtor Support. Wondering what exactly a Virtual Assistant is and how it can benefit your business? Take a minute to check out our website www.MannMadeTime.com. You'll find answers to many of your questions as well as information about our rates and services.

Respond before June 15th and mention this letter to receive an additional 15% off your first invoice! Don't forget to ask about our referral program and how you can make cash just by telling your friends about Mann Made Time! I look forward to hearing from you.

Virtually yours,

FOLLOW UP LETTER

Summer is officially here! June is almost over and you are getting busier every day.

With the GST dropping from 7% to 6%, you are probably gearing up for an extremely lucrative July with many buyers waiting until this tax break comes into effect to make a move!

Closing dates, prospector notes, financing deadlines and personal reminders are cluttering your day timer. As your schedule fills up you may be wondering if there's a way to outsource some of your administrative tasks so you can focus on selling homes...and maybe, just maybe, find some time for yourself! But who has time to advertise, screen resumes, interview and train an assistant? You certainly don't have any office space to spare, and you definitely don't want to get into the hassle of payroll!

You may have already heard about the Virtual Assistant industry as it is gaining popularity among real estate professionals throughout North America. Many agents actually hire several Virtual Assistants offering different services and specialties. Virtual Assistants are trained professionals who work from their own offices to provide you with remote administrative assistance.

Mann Made Time is the only Virtual Assistant practice on Prince Edward Island and we have recently been awarded the designation of "PREVA" or Professional Real Estate Virtual Assistant from the REVA Network (www.revanetwork.com). We urge you to educate yourself about this industry and how a Virtual Assistant can benefit you. Please take a moment to review the enclosed brochure and visit our Web site www.MannMadeTime.com for more information.

Act now and receive a 10% discount on your first invoice if you purchase a retainer package from us in the month of July. Better hurry if you don't want to be stuck on the waiting list!

Virtually yours,