



## Willowsford Real Estate ORDER FORM

**Realtor Information:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Information: *(credit card only)***

All fees noted below must be paid prior to sign installation.  
 All major credit cards accepted.

Visa: \_\_\_ MC: \_\_\_ Discover: \_\_\_ Amex: \_\_\_  
 Card Number: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_  
 3 or 4 digit security code: \_\_\_\_\_

Installation Address: \_\_\_\_\_ Desired Install Date: \_\_\_\_\_

**• Optional Custom Top Rider**



- Examples:
- COMING SOON
  - UNDER CONTRACT
  - SOLD
  - OPEN HOUSE

Text: \_\_\_\_\_



**• Contact Placard**



Realtor Firm: \_\_\_\_\_  
 Realtor Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Web OR Email: \_\_\_\_\_  
 Brokerage #: \_\_\_\_\_

Product	Quantity	Unit Price	Total Price
Sign/Post Rental Fee <small>(non-refundable)</small>		\$100	
Custom Top Rider		\$35	
Contact Placard		\$100	
Installation		\$75	
Removal		\$30	
<b>TOTAL</b>			

Please submit form to:  
[john@quailrunsigns.com](mailto:john@quailrunsigns.com)  
 or by mail to:  
 43 E Colonial Hwy  
 Hamilton, VA 20158

FOR OFFICE USE ONLY	
Date Received	
Payment Received	
Miss Utility Notified	
Assigned SN#	
Date Installed	

**INSTALLATION NOTICE:** by law Quail Run Signs is required to notify Miss Utility prior to any post installation or other acts that involve ground disturbance. Approvals can take several business days from the time of request. While every effort is made to safely excavate, Quail Run Signs cannot be liable for damage to unmarked or private utilities.



## Willowsford Real Estate PROCESS



- These riders are custom. You do not need one that says “FOR SALE” as it’s routed permanently on the main sign.
- Riders will be installed or left on the front porch.
- It is the agents responsibility for removing & storing these.
- The rider color is Willowsford red with cream lettering.

- 
- The \$100 non-refundable rental fee covers the rental of the sign and post.
  - The sign permanently says “FOR SALE”. “FOR RENT” and “FOR LEASE” are available. Please contact us for a quote.

- 
- The contact placard states the agent/broker information.
  - The agent owns these placards. The agent has the option of keeping these or Quail Run Signs will store these at no additional cost.
  - The placard color is Willowsford brown with cream lettering. These colors cannot be changed and logos are not allowed.

• **PER HOA RULES AND REGULATIONS ONLY WILLOWSFORD BRANDED SIGNS & POSTS ARE ALLOWED**

- We only accept credit cards. A deposit is not required, however you will be charged a non-refundable rental fee. See page 1 for the price breakdown.
- Your rental fee is good for 6 months. We will contact the listing agent at the 6 month mark to see if the rental needs to be extended. An additional rental fee may apply.
- The real estate agent may use a 3rd party to install and remove the sign and post. It is the responsibility of the agent to ensure that the 3rd party company returns the sign and post to Quail Run Signs in the same condition it left. Failing that, the agent will be financially responsible for damages or lost goods.
- We are required by law to contact Miss Utility before we dig. A Miss Utility ticket will be requested the day we receive your order and payment. It takes 3 business days (longer for holidays) to receive a cleared ticket from Miss Utility. We will not install a sign without a cleared ticket.

Acknowledgement of Procedures for Obtaining Willowsford Real Estate Signs:

I, \_\_\_\_\_, acknowledge that I have read the Procedures for Obtaining Willowsford Real Estate Signs. It is my responsibility to contact Quail Run Signs to request removal of the sign. Should the sign not be returned, or is returned in a condition of disrepair (for reasons within the control of the renting Owner or real estate agent), the credit card on file will be charged up to \$500 to cover the replacement cost of the sign & post. No refunds will be given.

Owner or Real Estate Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_