



(Agent-Directed) OFFER TRANSCRIBER Service Form

GENERAL INFORMATION

New Client: Yes No

AGENT NAME	BROKERAGE	
NEW CLIENT ONLY:		
EMAIL	PHONE	

TRANSACTION MANAGEMENT SYSTEM	USERNAME	PASSWORD
Has file been started for this transaction in your Transaction Management System? <input type="radio"/> YES <input type="radio"/> NO		

PROPERTY/SALE INFORMATION

Property Address: _____

Client Name(s): _____ Representation: Buyer(s) Seller(s)

Client Contact Info: Provided in Transaction Management System Will Provide to SmoothTC

Cooperating Agent: YES NO Contact Info: Provided in Transaction Management System Will Provide

ADDITIONAL INFORMATION

PAYMENT INFORMATION

Cost of Service: \$100 payable on demand Charge Card on File: Yes Add & Charge New Card

NEW CARD: Visa Mastercard Amex Discover Other: _____

Card #: _____ Ex Date: _____ CCV: _____

Name on Card: _____ Billing Address: _____

Save Card as Default Payment Method for Future Offer Transcriber Services

AUTHORIZATION

- Payment Authorization.** I hereby authorize SmoothTC to charge \$100 to the card provided on this form for Offer Transcriber Services related to the Client(s) for the Property Address as listed herein on or around the date I submit this form. I further acknowledge that this service is not contingent on any offer being accepted and/or closed.
- Per Client, Per Address.** I understand the \$100 charge for Offer Transcriber Services applies only to the Purchase and Sale Contract and related counter-offers prepared on behalf of the Agent for the above-named Client(s) and Property Address listed on this form. This service does not include contract-to-close services or any discounts if the property goes under contract and the Agent contracts to receive contract-to-close services.
- Scope of Service.** I understand this service is limited to administrative transcription and draft preparation under agent direction only (primarily for agents who are in transit via the phone). SmoothTC does not negotiate, advise, interpret, or represent parties in the transaction. I remain solely responsible for all licensed real estate activity, including communications with parties outside the firm, selection of terms, review of the draft, and approval before and after any transmission or signature.

SIGNATURE

Print Name: _____ Date: _____

