***#8 Office Meeting Agenda***

***Elite Club #15 November 2016***

**OFFICE meeting or Before you teach a class use this agenda in hand!**

1. **Title talk:** Have you ever experience having a title claim on one of your transactions in your career? It’s pretty intense. This is why title and escrow take 30 days on average to close a deal. This is where our company steps up to go back and review everything of record on the property to ensure we are transferring clean title to the new buyer. And issuing a clean policy to the lender as well. It’s important to choose a company with strong financial background. Our firm is in the fortune 300, we’ve been in business for 160+ years, and we have the most experienced and talented teams in the business. If at any time you or your client has questions after the close of escrow on their issued title policy feel free to call your (insert your company) title team, we are here to support you and your clients even after the transaction closes.
2. **Tip on one of our tools:** I have a tip for you when it comes to my Facebook Guides I offer my clients, Don’t forget to get on camera!! Post 1 video a month under 60 seconds, it’s amazing the ROI (return on investment)  you will receive from talking real estate on this platform.  Need ideas of what types of videos to do? I have a list, see me after the meeting. (SEE ATTACHED VIDEO IDEAS)
3. **Marketing tip for new listing**: CHECK OUT MY NEW LISTING BLITZ PROGRAM!!! I am always thinking of new and better ways for you to max out your listening and get more buyer traffic, impress your clients and generate more listings…. Listing Blitz can help!!!
4. **Reminder:** Watch your cell phones when you text before you hit send, auto correct has a funny way of getting your message across. Or with the new iphone upgrade people are emailing the wrong person. Double check before you hit send!! It can save an unnecessary situation.
5. **Thank you:** As we are in the home stretch of ending 2016 and starting a new year… I want to say thank you so much for your trust in (your company here) and myself. We take your support very seriously and we are truly grateful for each and every single order that comes through our door. This holiday season is the perfect time to turn to those who have made my progress possible and in the spirit I say simply but sincerely,  thank you…!!
6. **Quote:** Just when the caterpillar thought the world was over… it became a butterfly!!!