

Submitting a Customization Request

- 1 Click on the graphic you would like to have customized

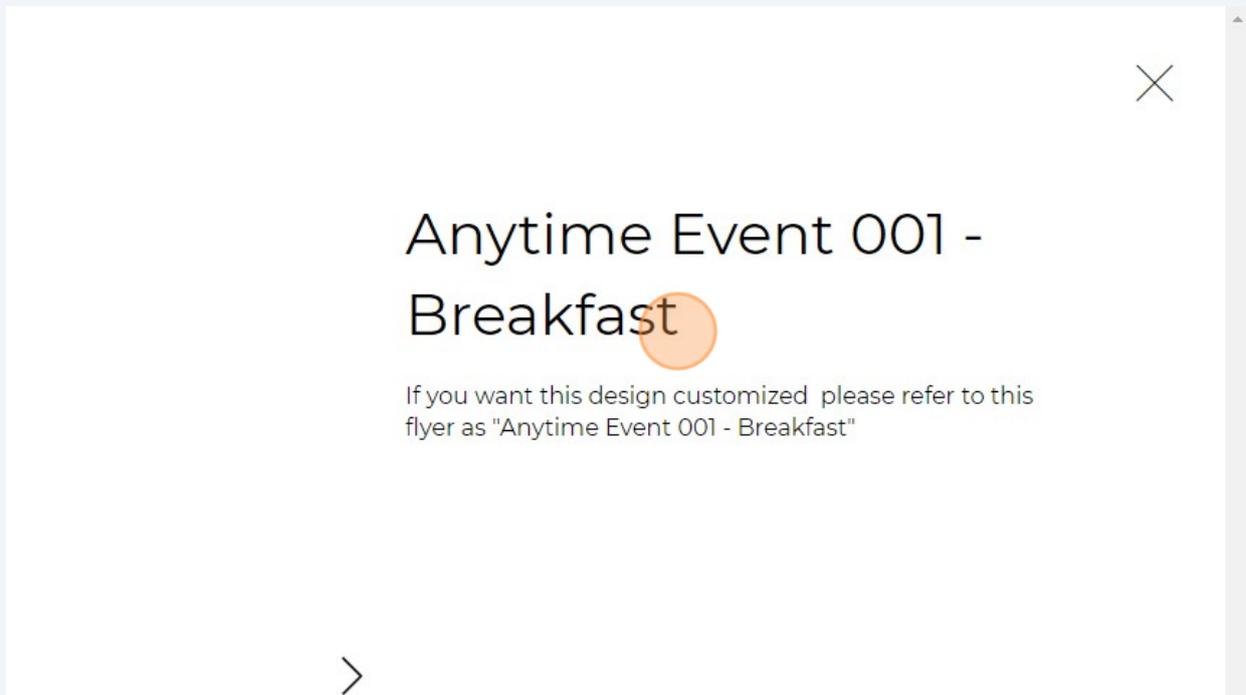
If you see something you like, click on it.
Please reference the flyer name and tell us what you want to change.

Event flyers come with a matching social media graphic.

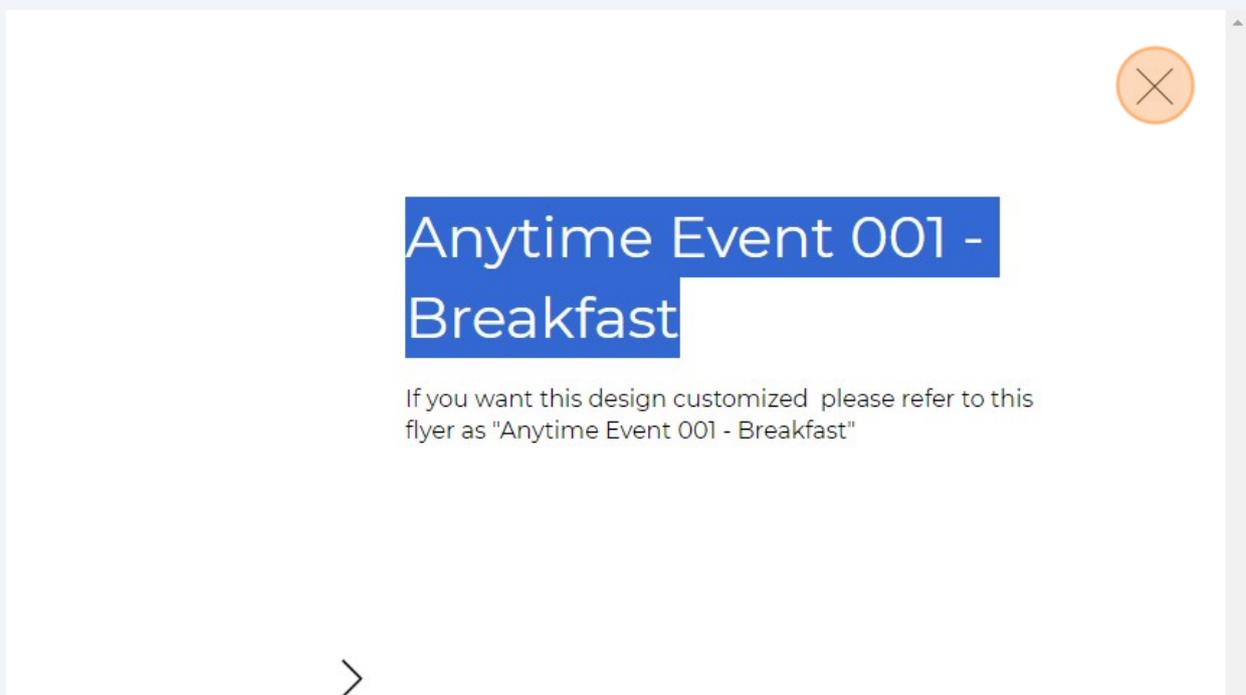


ANYTIME EVENTS

- 2 Copy the title/name of the graphic by selecting it and then pressing ctrl+c



- 3 Press the X to close out of the window



4 Click "REQUEST CUSTOMIZATION"



ANYTIME EVENTS

ANYTIME RENEWALS & REFERRALS

REQUEST CUSTOMIZATION

5 Fill the "Property Name" field

Marketing Request Form

Please complete the entire form. It is important that we receive all of the below information to your marketing collateral. Delivery time for collateral will vary based on complexity and work request is taken on a first-come, first-served basis unless extenuating circumstances arise.

Contact Information

Property Name *

Date Requested *

11/08/2023

Date Needed By *

11/08/2023

6 Select "Date Requested"

Contact Information

Property Name *

Sample Property

Date Requested *

11/08/2023

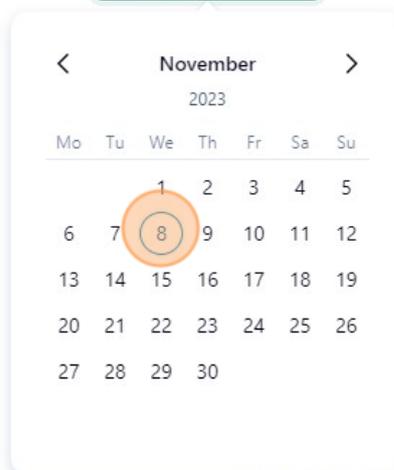
Date Needed By *

11/08/2023

7 Today's date should be automatically selected once you click the blue circled date in the calendar

Date Requested *

11/08/2023



If you have any requests regarding your submitted information please contact Royal American Management. Your submitted information is subject to our [Terms of Service](#) and [Privacy Policy](#).

8 Click the "Date Needed By"

Sample Property

Date Requested *

11/08/2023

Date Needed By *

11/08/2023

9 Select the date you need to have the flyer by. Please allow ample time for us to fulfill your request.

Please complete the entire form. It is important that we receive all of the below your marketing collateral. Delivery time for collateral will vary based on comp request is taken on a first-come, first-served basis unless extenuating circumstances

< November >

2023

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11/08/2023

10 Click "Next"



For any requests regarding your submitted information please reach out to our Customer Support team. Your submitted information is subject to Wrike's [Terms of Service](#) and [Privacy Policy](#).

11 If this is a new request, select "New Project"

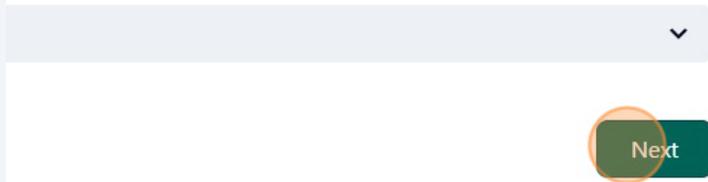
Type of Job

What type of project is this? *

- New Project
- Revision of a Previous Project
- Reprint of a Previous Project

12 Click "Next"

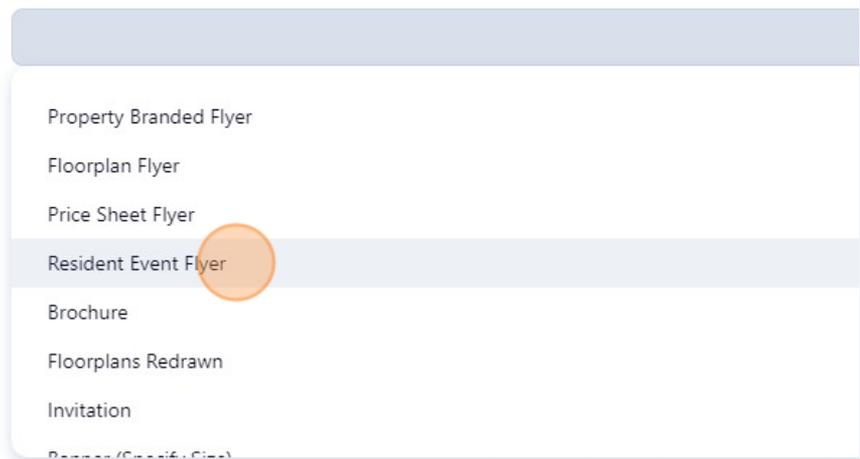
is this? *



A form element consisting of a light blue dropdown menu with a downward arrow on the right side. Below the dropdown menu is a dark green button with the word "Next" in white text. An orange circle highlights the "Next" button.

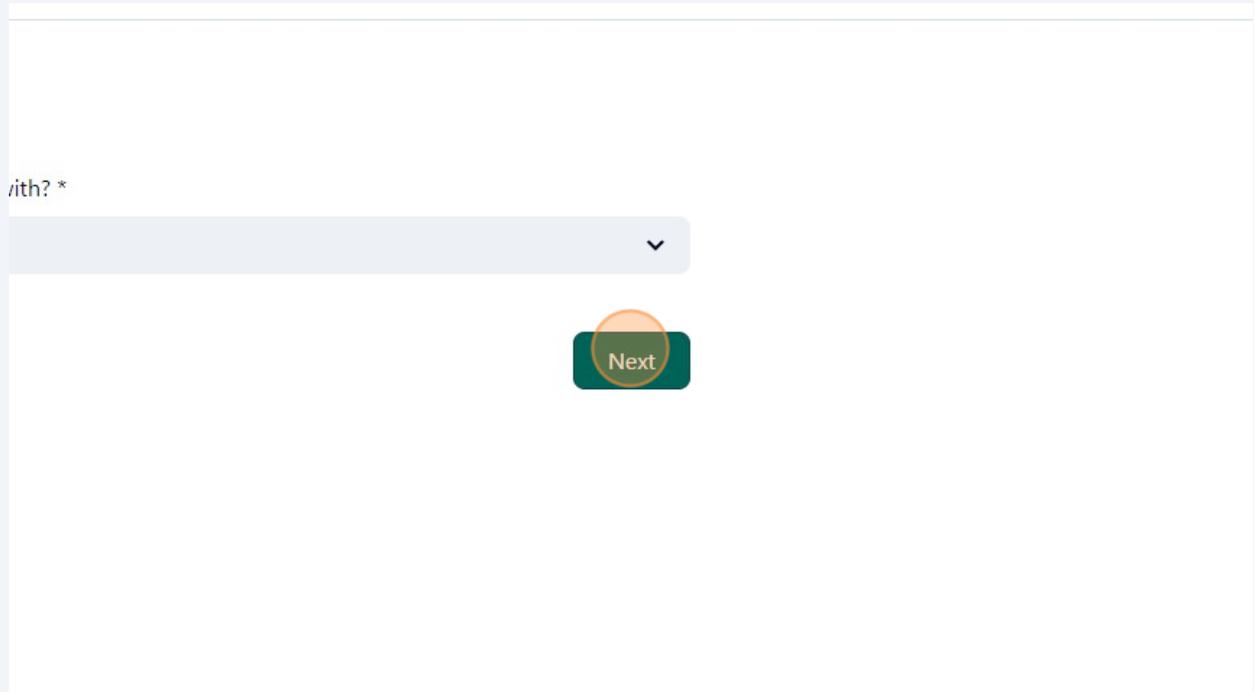
13 Select the appropriate option from the drop down menu.

What can we help you with? *

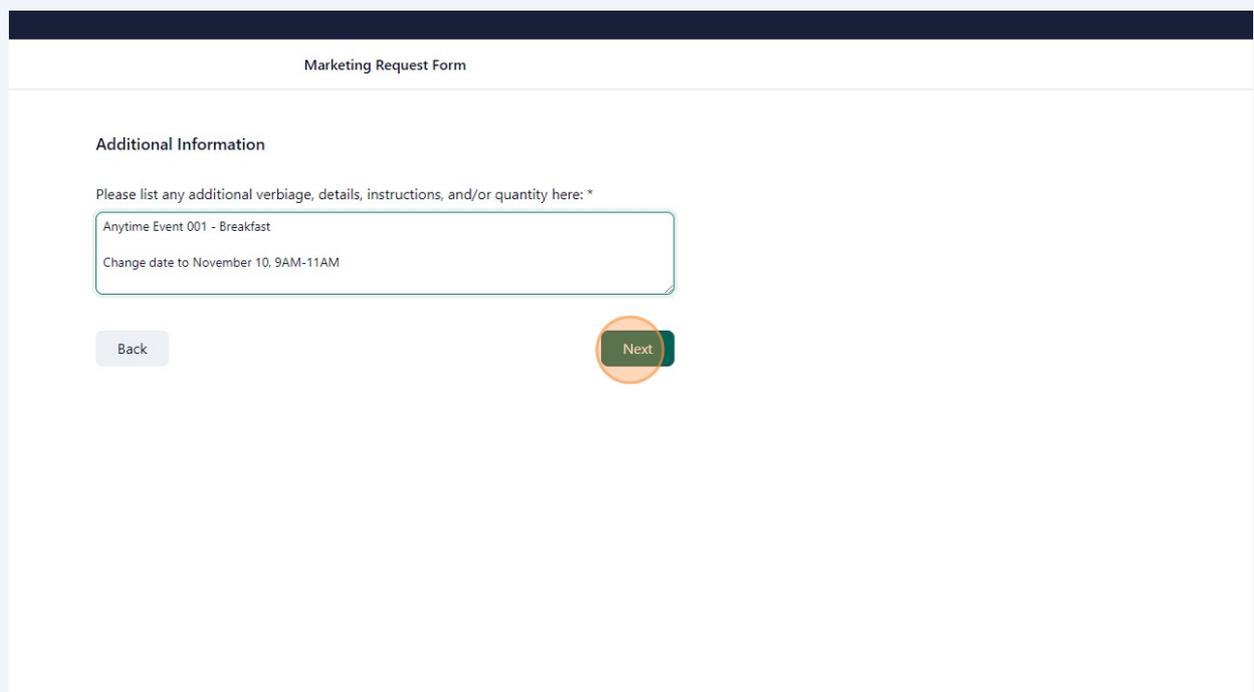


A dropdown menu with a light blue header bar. Below the header bar is a list of options: "Property Branded Flyer", "Floorplan Flyer", "Price Sheet Flyer", "Resident Event Flyer", "Brochure", "Floorplans Redrawn", "Invitation", and "Pages (Specify Size)". The "Resident Event Flyer" option is highlighted with an orange circle.

14 Click "Next"



15 Paste the name/title of the graphic here. Please list any additional verbiage, details, instructions, and/or quantities here (example shown). "Quantity" will usually apply to items that cannot be printed at the property, such as business cards.



16

Please enter your name and email address so we can contact you about your request

Marketing Request Form

Please leave your contact information

Name *

Email *

I'm not a robot  reCAPTCHA
Privacy - Terms

17

Confirm that you are not a robot by clicking the checkbox

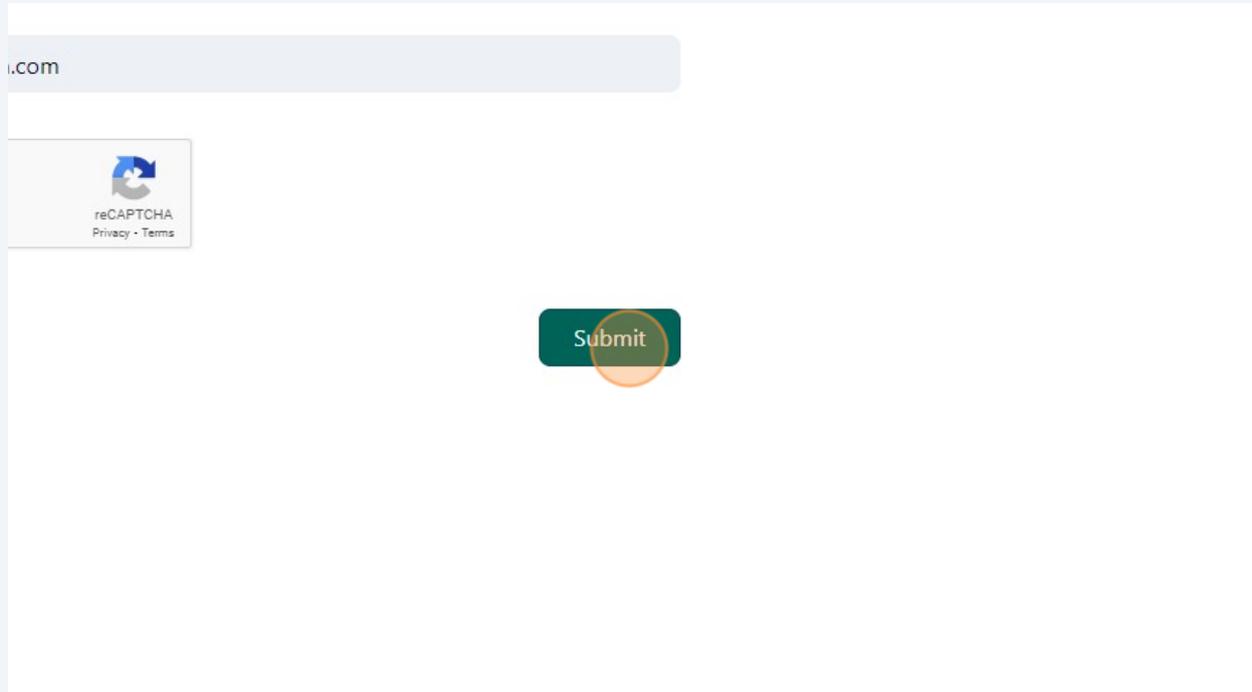
Name

Email *

I'm not a robot  reCAPTCHA
Privacy - Terms

Back

18 Click "Submit"



19 Your request will be submitted to the Marketing Department and we will use the contact information provided if we have any questions and to send you your customized graphic.