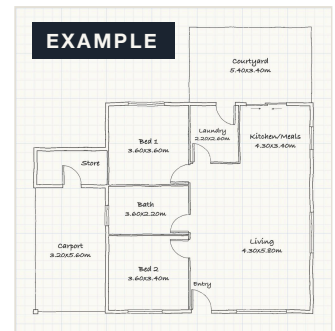


## HOW TO SEND

# How to send us a floor plan job

**Smith & Square: floor plans for agents.** One property per order, in your agency's branding. Order between 7am and 7pm (Perth time) and it's back within an hour. Order later and it's back by 8am.



**A good sketch:** room names and sizes in metres.

### 01 Send any one of these

- A clear photo of a hand sketch, with the room measurements written on it
- An old floor plan or brochure
- Builder's plans
- A strata plan or survey plan

More than one? Send them all. It helps.

### 02 Photo tips

- Lay the page flat.
- Get the whole page in the frame, corners and all.
- Use daylight, with no shadows across the page.
- One photo per page.
- Write the measurements clearly, in metres, inside each room.
- If you can, cover owners' names before you send.

### 03 Tell us

- The property address and how many levels
- Outdoor areas to include: alfresco, balcony, garage, carport, shed
- Room names you want (for example "Theatre" or "Study")
- Anything that's changed since the old plan
- Your preferred style, if it's not your usual
- Whether you want a site plan too

### 04 Send it

- **Website:** the order form at [smithandsquare.com.au](http://smithandsquare.com.au)
- **Email:** [hello@smithandsquare.com.au](mailto:hello@smithandsquare.com.au)
- **Text:** photos to 0480 344 478

## What happens next

We draw the plan from what you send. If anything is unclear, we ask you rather than guess.

You get PNG and JPG files for portals and the web, and a PDF for print, A4. Please check it before you use it. Fixes and small changes are free.

Every plan says it's for illustration only and that measurements and areas are approximate. Plans are for marketing, not for building. Please only send material you're allowed to use.

**Your first plan is free (one per agent, on a current listing). After that, \$49 a plan, with one invoice a month.**