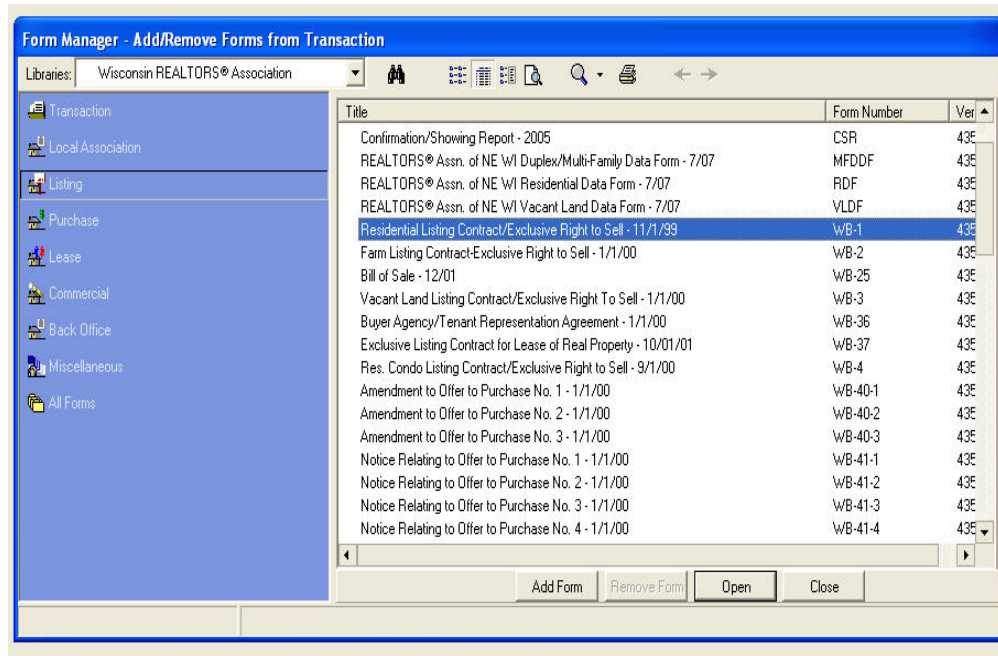
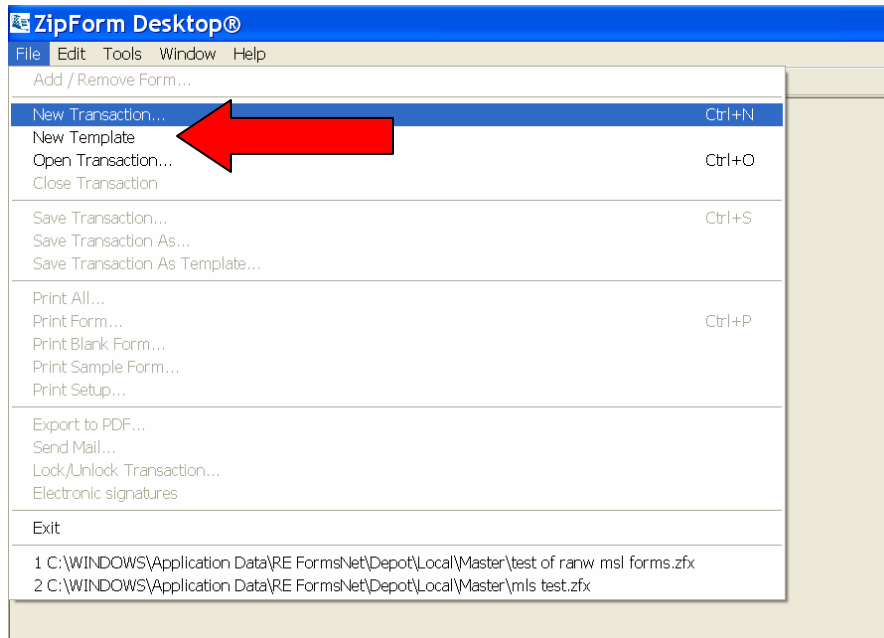


Creating Templates in ZipForm Desktop

Consider using the Template feature when a clause is always used for a particular transaction or a group of forms is used repeatedly.

1. To setup a template in ZipFormDesktop, create a new transaction (File > New Template) and select the forms you would use for a recurring transaction...remember to include the WRA Cover Sheet

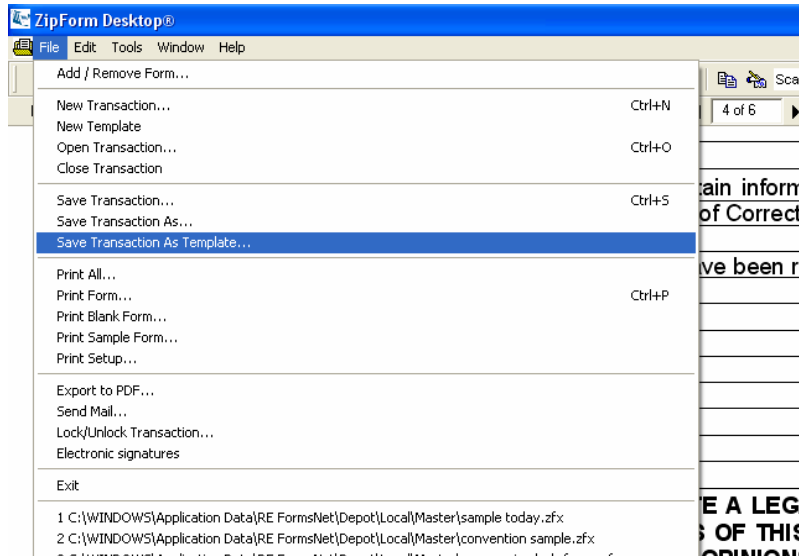


- Fill in the Cover Sheet and forms with any information that would apply to this type of transaction, such as broker and agent names and phone numbers.

256	(X)	_____	_____	_____
257		Seller's Signature ▲ Print Name Here: ►	Social Security No. or FEIN ▲	Date ▲
258	(X)	_____	_____	_____
259		Seller's Signature ▲ Print Name Here: ►	Social Security No. or FEIN ▲	Date ▲
260		_____	_____	_____
261		Seller's Address ▲	Phone # ▲	Fax # ▲
262	(X)	_____	ABC Realty	_____
263		Agent for Broker ▲ (Print Name) ► Kristi Mikalsen	Broker/Firm Name ▲	_____
264		4801 Forest Run Road, Madison, WI 53704	(608) 241-2047	(608) 241-5168
265		Broker/Firm Address ▲	Phone # ▲	Fax # ▲

Produced with ZipForm™ by _____ Net, LLC 18025 Fifteen Mile Road, Clinton Township, Michigan 48035 www.zipform.com listing temp la

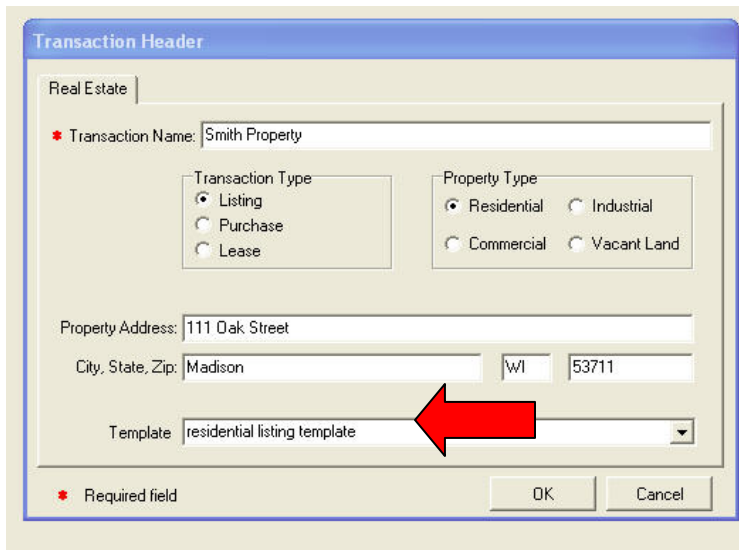
- When finished go to File > Save Transaction as Template.



- Give the Template a name, such as: Listing Template, Selling Template.



5. ***In the future***, when starting a new transaction, select the template you wish to use from the Transaction Header window. The correct forms and information will automatically be added to your transaction.



The Transaction Header window is a form for entering transaction details. It includes fields for Transaction Name, Transaction Type, Property Type, Property Address, City, State, Zip, and Template. A red arrow points to the Template dropdown menu.

Transaction Name: Smith Property

Transaction Type: Listing, Purchase, Lease

Property Type: Residential, Industrial, Commercial, Vacant Land

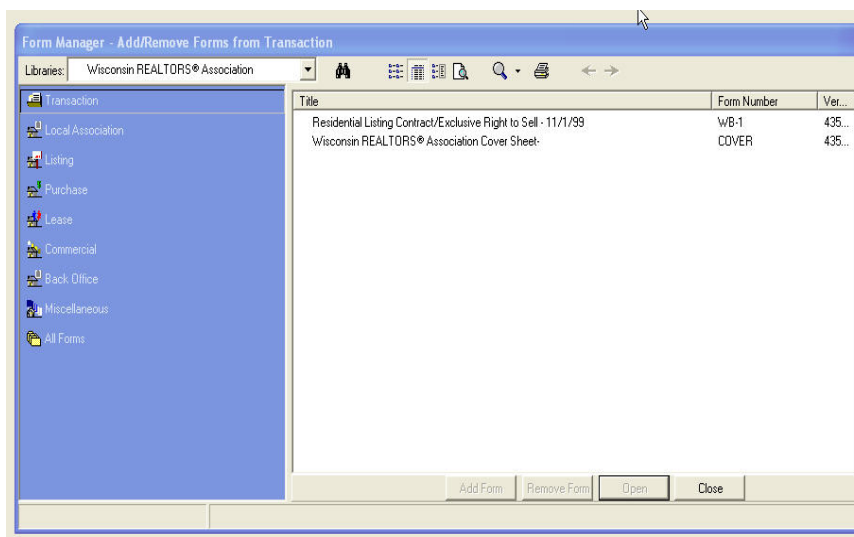
Property Address: 111 Oak Street

City, State, Zip: Madison WI 53711

Template: residential listing template

Required field

OK Cancel



The Form Manager window displays a list of forms available for selection. The list includes columns for Title, Form Number, and Version. The forms listed are Residential Listing Contract/Exclusive Right to Sell - 11/1/99 and Wisconsin REALTORS® Association Cover Sheet.

Title	Form Number	Ver...
Residential Listing Contract/Exclusive Right to Sell - 11/1/99	WB-1	435...
Wisconsin REALTORS® Association Cover Sheet	COVER	435...

Libraries: Wisconsin REALTORS® Association

Add Form Remove Form Open Close