

# SalesPartner Training

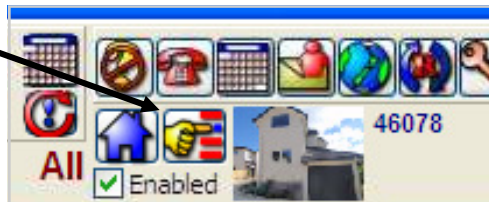
"How can we help you get the most from SalesPartner?"

Training and Educational Material

www.salespartner.co.nz

## Email a Listing to Buyers

1. Open Contact Database
2. Tick **Enabled**
3. Lookup a listing



- Highlight Buyers with email addresses
- Click on the envelope & select: **"CFP Re New Listing 4 Photos.RTF"**

Tip: Listing letters are in your SalesPartner envelope button. These letters will mail merge listing info & contact details.

Surname	Greeting	E-mail	PhoneDetails	TypeDesc	LookForDescP	Status	add1
D.	Drbunnell					A	
• D.H.	Heather and Denis	e harnett@slingshot.co.nz				A	
• Delaney	Kathryn	e kathrynmary@xtra.co.nz				A	
• Denzel	Penny	e pdenzel@gmail.com				A	
Dick	Nethaniel And Elisha		M:2102300957	Type A - Hot prospect	\$300k, 3 Brms	A	
• Dimock St	Wendy	e amizee_gurly@hotmail.com	P:2367368			A	
Doig	Alice		M:212043676			A	
Donald	Michele					A	
• Downes Street	Simon And Fay	e legendscrapmetals2009@hotmail.c	P:2102770883			A	

- Email the letter
- An Activity record is automatically entered for the property & the buyer.

