

JrIsidroLunaLLC DBA Digitalzero1

New agents to do list

Create an email with the name of the business

Create a OneDrive to organize business documents, passwords and customer information.

-
- 1.) Apply for the business license as a sole proprietor, partnership LLC or LLC
 - 2.) Get an EIN Number
 - 3.) Open bank accounts with the business name and EIN Number
 - 4.) Create social media with a business name on all major Platforms
 - 5.) Build a website and Links, social media, email, and phone numbers to the website.
 - 6.) Order Business cards and digital business cards
 - 7.) Hire someone to do the marketing for your business
 - 8.) Create content for the website and social media including pictures, videos, and audio to promote the business.
 - 9.) Network at business events, with friends/family, and handout flyers/business cards.
 - 10.) Schedule the listing / buyer's appointment and do the presentation as best as possible.
 - 11.) Create an excel and write every customer's Name, Last name, Email, phone number, and address.
 - 12.) Pick a CRM to organize and input clients' information and send emails once a month. Text twice a month and send a letter once a month.