



# Standards & Policies

Website: [skybdelivery.com](http://skybdelivery.com)  
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Phone: 970-833-0588

## SIGNS

- The standard placement of a colonial sign is the following: if a brochure box is present, the arm faces the property. No brochure box, the arm faces the street. Sign will be placed 3 feet from the driveway and 3 feet from the sidewalk or at the driver's discretion, unless the broker provides a written narrative and/or photo map of where the sign should be located. This can be entered into order or emailed to [skybridgemattk@gmail.com](mailto:skybridgemattk@gmail.com).
- Name riders will be placed at the top of the colonial sign, unless otherwise specified by the broker. If a team or co-listing name rider is needed, it will be placed with one at the top and one below the group sign. Other speciality riders or IPW will be placed below the second broker's name rider, unless otherwise specified by the broker. As per marketing, they recommend no more than three riders should be displayed on the sign.

## DELIVERY AREA

- Orders must be placed by 4:00pm, the previous business day, will be delivered the next business day or the next day we deliver to that area. Depending on volume, certain areas can have an exception if prior contact with Skybridge has been made.

Delivery Days	Monday	Tuesday	Wednesday	Thursday	Friday
Local Areas	Fort Collins Loveland Windsor Johnstown Wellington Greeley Berthoud Timnath	Fort Collins Loveland Windsor Johnstown Wellington Greeley Berthoud Timnath	Fort Collins Loveland Windsor Johnstown Wellington Greeley Berthoud Timnath	Fort Collins Loveland Windsor Johnstown Wellington Greeley Berthoud Timnath	Fort Collins Loveland Windsor Johnstown Wellington Greeley Berthoud Timnath
Outside Local Area	Eaton & East	Longmont and South	Mountains west of Horsetooth		



## **ORDER FORM**

Orders are required to be in by 4PM the business day before the order is to be completed. If you know the order in advance, please order it as soon as possible. Please try to be as detailed as possible and make sure your location of the property is correct before submitting.

## **Skybridge Sign Delivery (SSD) Price List**

(All Services to be Coordinated with SSD Manager - Matt Kantor)

### **Sign Installs (Price Per Install - Includes Sign Pick up & Storage)**

- Install "In Grid" - **\$100.00**
- Install "Outside of Grid" - **\$150.00**
- Rush/Same Day Order Fee "In Grid" - **\$100.00**
- Rush/Same Day Order Fee "Outside of Grid" - **\$200.00**
- Specialty Sign Installs that Require an Auger & Utility Locates - *(Please Contact Matt Kantor for Pricing)*

### **Sign Removals (Price Per Removal - Includes Sign removal & Storage)**

- Removal "In Grid" - **\$50.00**
- Removal "Outside of Grid" - **\$100.00**
- Rush/Same Day Order Fee "In Grid" - **\$100.00**
- Rush/Same Day Order Fee "Outside of Grid" - **\$200.00**
- Specialty Sign Removals that Required an Auger & Utility Locator - *(Contact Matt Kantor for Pricing)*

### **Mail Run**

- **Cost TBD Upon Service Inquiry**

### **Misc/Ad Hoc Items**

- Additional Sign Fee - **\$20.00 Per Sign**
- Order Updates After Original Order is Complete "In Grid" (Move Sign, Add Brochure Box, etc) - **\$50.00**
- Order Updates After Original Order is Complete "Outside of Grid" (Move Sign, Add Brochure Box, etc) - **\$100.00**
- Failed Deliveries Due to Customer Error "In Grid" (If Order is Not Canceled Before the Driver Leaves the Warehouse) - **\$50.00**
- Failed Deliveries Due to Customer Error "Outside Grid" (If Order is Not Canceled Before the Driver Leaves the Warehouse) - **\$100.00**
- Pick Up & Delivery Fee "In Grid" (ex. Pick Up Brochures or Other Items and Deliver to property - Signs Not Included) - **\$50.00**
- Pick Up & Delivery Fee "Outside of Grid" (ex. Pick Up Brochures or Other Items and Deliver to property - Signs Not Included) - **\$100.00**

### **Items Available for Purchase**

- Manual Lockbox - **\$39.00**
- Booties (10/pack) - 50 Pairs - **\$13.00**
- Bootie Basket - **\$11.00**
- 1 Tier-Counter Stand - **\$24.00** / 3 Tier-Counter Stand - **\$28.00**

### **EXTRA FEES (Added on to Install Fee)**

#### **Rush Fee - \$100/\$200**

- An order is placed after the *4:00pm cut off time* the day before the order **OR** same day request.

#### **Extra Trip/Pickup/Delivery Fee**

- **\$50** (In Grid) / **\$100** (Out of Grid)
  - For any extra trips to a property, outside of the installation or removal of the sign. This includes: adding/removing a coming soon, under contract rider, or IPW.

#### **Additional Sign (Must be with original order)**

- **\$20**

#### **Add brochure box**

- **\$50** (within 20 miles of InMotion) / **\$100**(outside 20 miles of InMotion)
  - Note that adding a brochure box to a sign requires InMotion to change the direction of the sign, requiring the sign to be taken down and reinstalled with the brochure box facing out.

#### **Update Order - \$50/\$100**

- On the order form for requesting an additional trip to a property use update order. A sign change fee will be charged to the broker if InMotion has to go back out to a property for the following reasons:
  - If a broker is displeased with the location of the sign and/or has not provided specific directions prior to the delivery.
  - If a colonial or lot sign was installed on a property that an HOA does not allow that type of sign and then needs to be removed or changed.

### **BROCHURES, COUNTER-TOPPERS, BOOTIE BINS, IPW/SPECIALITY RIDERS,etc.**

- These items can be picked up in the mailrun, and we will deliver them when specified in the order form the day before. You can also purchase them from us and have them delivered to your property.

#### **KEYS**

- All keys (that are not already on the property in the manual lockbox) need to be in the mail run box for InMotion.
- **\*Preference is that manual lockboxes are already on the door with key inside**

#### **MANUAL LOCKBOXES**

- Manual lockbox combinations should be included in the order form before completing the order form. Also, please specify if the manual lockbox is to be removed and returned to the broker or if it is to remain at the property.

#### **SENTRILOCKS**

- An email with a picture of the serial number and an approximate one hour time window when the sentrilock will be installed will be sent by an InMotion dispatcher on the day of installation to the pod assistants. Please refrain from booking showings for two hours after planned ETA to ensure stop if fully complete.



- *\*\*\*Rural areas including but not limited to Estes, Nunn, Red Feather, Livermore, Carr will NO longer have Sentrilocks installed on these listings. Manual Lockboxes ONLY.*
- Sentrilocks will be closed and not left open. A one day code can be given if needed to open the Sentrilock to install the key from the broker or homeowner.
- Sentrilocks will only be placed on a door handle if there is not another location where it could be placed with a chain and easily get to. (This is to prevent any damage to a property door if the Sentrilock needs to be cut off).

#### **DRIVER TIMES**

- Sign deliveries start at 8:00 AM with the last delivery being no later than 5:00 PM. Sign deliveries take approximately 30 min per stop but will provide you with a one hour delivery window. There are no same day special requests for delivery times.

#### **COMMUNICATION**

- If for any reason you need to communicate with our team, please email us at: **skybridgemattk@gmail.com (preferred first contact)** OR call our desk at **970-833-0588**. Please expect a response time of two hours or less.

## **The Group & C3 MAIL RUN TIMES**

Please have items ready to be picked up by the start of the mail run time window.

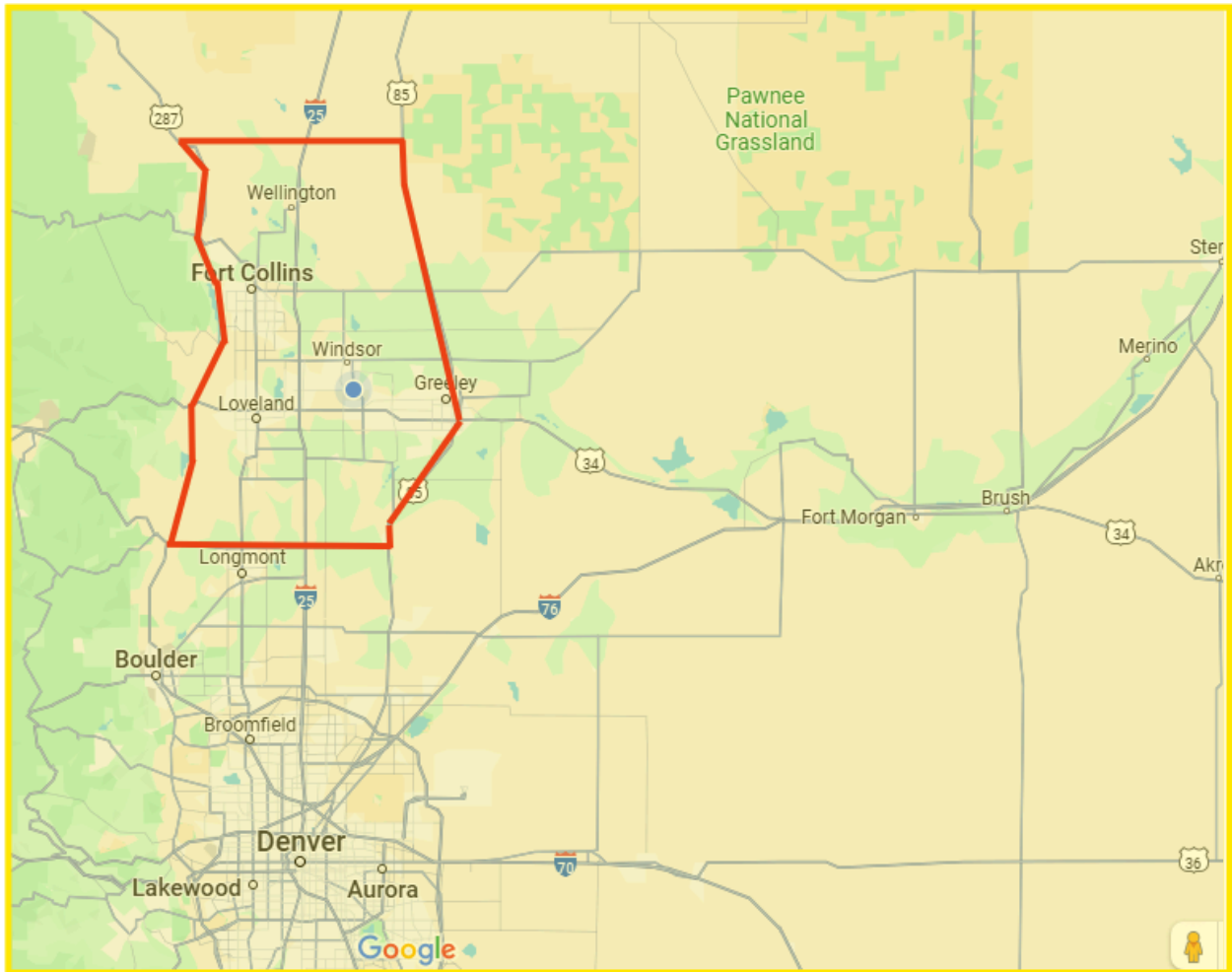
#### **Group Offices**

Centerra & Title Office 1:00-1:30  
29th Street 1:30-1:45  
Mulberry 2:15-2:30  
Harmony 3:15-3:30  
Timnath - 3:30-3:45

#### **C3 Offices**

Greeley 1:00-1:15  
Johnston 1:15-1:30  
Old Town 2:30-2:45  
Front Range Village 3:00-3:15

**Times listed are approximate for when Skybridge Sign Delivery will stop at each office. Times are depending on volume at each stop and volume of stops for the install/removal part of our business.**



**Map (In Grid Service Areas)- Red Area**

- North - East County Rd 64
- East - Highway 85
- South - Highway 56
- West - S. County Rd 23

**Map (Outside of Grid Service Areas) - Yellow Area**

- North - Up to Wyoming State line
- East - Limon/Sterling
- South - C470
- West - Red Feather/Estes Park

**If a specific job requires services outside of this yellow grid please contact Matt Kantor directly**