

Property Address:

Name:

Email:

Phone:



FAX to: 901-339-2979 or Email to: EZ@EZfloorplan.com

Fax machines cannot scan pencil lines; so it is very important that you go over the entire sketch with a black ink pen.

SCALE: 1 SQR= 1' / 10 SQR= 10'

A large grid area for drawing, consisting of a 20x20 grid of squares. Each square represents 1 foot by 1 foot. The grid is light blue and occupies the majority of the page.

## Sketch Instruction Sheet

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1. Write in the:  
 Property Address                       Your email  
 Your name                                       Your Phone
2. Start by working at a corner of the property and work your way around. (Don't forget to include the garage and decks or patios.)
3. Sketch the perimeter walls and then the interior walls; use a heavier line to make all the walls stand out from everything else.
4. Visually sketch in the windows, door openings and any other openings.
5. Visually sketch in all major appliances noted in the check-list below.
6. Carefully write in the primary room names and sizes using all uppercase letters. (Do not include room names and sizes for small rooms like bathrooms, closets, etc...)

As you go from room to room, use the following check-list:

- |                                             |                                  |                                              |
|---------------------------------------------|----------------------------------|----------------------------------------------|
| <input type="checkbox"/> All walls          | <input type="checkbox"/> Sinks   | <input type="checkbox"/> Fireplace           |
| <input type="checkbox"/> Windows            | <input type="checkbox"/> Tubs    | <input type="checkbox"/> Primary room names  |
| <input type="checkbox"/> Door openings      | <input type="checkbox"/> Showers | <input type="checkbox"/> Primary room sizes* |
| <input type="checkbox"/> Kitchen appliances | <input type="checkbox"/> Toilets | <input type="checkbox"/> Stairs              |

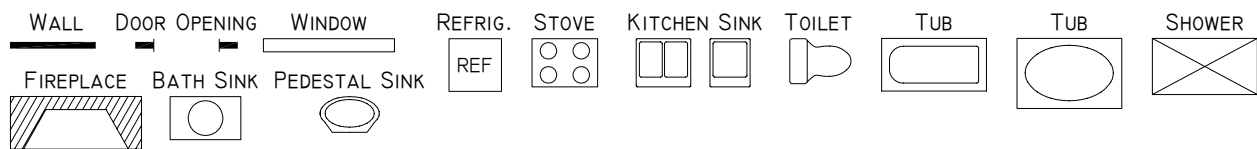
\* Approximate room sizes are necessary to create your EZfloorplan. If you do not want room sizes included on your finished EZfloorplan please note it on your sketch.

7. Review your sketch. Its shape should match the footprint of the house. Review the checklist and confirm that you have included all the major appliances.
8. Send your sketch to EZfloorplan via email as a file attachment to: EZ@EZfloorplan.com or FAX to: 901-339-2979.

**Congratulations! You are finished.**

### Symbols

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### Points to Remember

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- For the best results, keep your sketch simple!
- EZfloorplans are graphic representations only and are not intended to be detailed or precise drawings. Trying to show a lot of details will, not only make it harder for you to create your sketch, but it may make your EZfloorplan hard to read and understand, so avoid adding a lot of details. (See the sample on the next page)
- Items your sketch does **not need to include**: Doors and door swings, floor coverings, secondary appliances (like furnaces and boilers and water heaters), names and room sizes of smaller areas such as bathrooms and closets.
- If the house is larger than the graph paper, use multiple sheets of the EZfloorplan graph paper. Be sure to label each sheet with the property name and indicate how the sheets fit together.
- If the EZfloorplan graph paper does not have a symbol for an appliance or feature you wish to show, you can create your own custom symbol. Be sure to label the symbol clearly and we will include it.
- **Fax machines cannot scan pencil lines**, so if you are faxing your sketch it is very important that you go over the entire sketch with a black ink pen, being sure to use a heavier line on the walls to make them stand out from everything else. Additionally, set your fax to its highest sending quality.