

EZfloorplan Process Details

We know your time is valuable, so we work hard to live up to our name EZfloorplan. From start to finish the process is quick and "EZ".

You do not need to setup an account with us or fill out any forms. All you need to have is a working email account so we can communicate with you and return your completed EZfloorplan.



Step 1 - Create your Sketch

Already have an existing paper floor plan? Then it's very "EZ"! Simply have the existing floor plan scanned or take a high resolution digital picture.

Skip down to Step 2.1 "Email with File Attachment".

Need to create a sketch? We make it "EZ". In a few simple steps, taking just minutes, you can create a property sketch.

Here's what you will do:

1.1 Go to the Process page at www.EZfloorplan.com.

Download the EZfloorplan Graph Paper & Sketch Instructions. Store the file on your computer. Open the file and print it. Keep the Sketch instruction sheet with you for quick reference.

1.2 From the Methods below. Pick a sketch method that works best for you.

All Methods Need:

1. Property address.
2. Your Name.
3. Your email.
4. Your Phone
5. Clearly write in the primary room names.
6. Do not forget to include other items such as a garage and decks or patios.

Method 1 - The Minuteman: This is the quickest method but least accurate, but still allows you to end up with a marketable EZfloorplan. You have the option of using regular paper or graph paper.

1. Without measuring, simply sketch the outline of the property.
2. Sketch in the interior walls using the outline corners as a reference.
3. Visually sketch in all the windows, doors and major appliances.**
4. Primary room sizes are required. Indicate if you what them shown on your EZfloorplan.
5. Include 1-5 of the above "All Methods Need".

Method 2 - The Step-off: This is the next quickest method and is moderately accurate but requires you to use graph paper.

1. Start on an outside corner of the property* and count the number of steps to the next corner, draw the wall on the graph paper using 1 step = 2 squares. Sketch in any windows and doors you see. Turn in the direction of the next wall and repeat the process until you go all the way around the building.
2. Step-off and sketch-in the interior walls, indicate doors and openings as you go.
3. Primary room sizes are not required, include them if you what them shown on your EZfloorplan.
4. Visually sketch in all major appliances.**
5. Include 1-5 of the above "All Methods Need".

Method 3 - The Tape Measure: This method is the most accurate and can guarantee the best results but requires the most time and the use of graph paper. However, even using this method, you should be able to complete your sketch in less than 60 minutes.

1. Start on an outside corner of the property* using your tape measure or laser tape, measure and sketch the perimeter walls. Sketch in any windows and doors you see. Turn in the direction of the next wall and repeat the process until you go all the way around.

2. Measure and sketch in the interior walls, indicate doors and openings as you go.
3. Primary room sizes are not required, include them if you what them shown on your EZfloorplan.
4. Visually sketch in all the windows, doors and major appliances.**
5. Include 1-5 of the above "All Methods Need".

Method 4- Use a tax record: Many tax records show the outline of the building along with the wall length.

1. Enlarge it on a copy machine.
2. Sketch in the interior walls, indicate doors and openings as you go.
3. Primary room sizes are not required, include them if you what them shown on your EZfloorplan.
4. Visually sketch in all the windows, doors and major appliances.
5. Include steps 1-5 of "All Methods Need".

Method 5- Use an old floor plan: Already have an old floor plan?

1. Have it scanned or take a high resolution digital picture.
2. Include steps 1-5 of "All Methods Need".

* Even if you can not start on an outside corner, you can use this method on the inside of the property, combining steps 1 & 2, working from room to room.

** Your EZfloorplan needs to show the existence of these items but not necessarily their exact location and size. This means that you can place them into your sketch by visually sizing and locating them without measuring.

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

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

1.3 Review your sketch.

Its shape should match the outline of the house. Review the checklist and confirm that you have included all the items listed.

Step 2 - Send your Scan or Sketch to EZfloorplan

You can send your sketch to EZfloorplan using either Email with File Attachment or by Fax.

2.1 Email with File Attachment

This is our preferred method of receiving your sketch.

You can accomplish this by using a scanner or a digital camera.

- Use a moderate resolution setting for your device to keep the file size small.
- Use the "color" setting, not grayscale or black and white.
- Save the image in JPEG (.jpg), TIFF (.tif) or PDF (.pdf) format. If you are unsure about the image format, you should be able to simply accept the default file type that your device is preset to create.
- Use the property address for the electronic file. For example: 197 Berkshire Rd.jpg

You can now open your email program and attach the file and email it to EZ@EZfloorplan.com

2.2 Fax

Faxing your sketch is generally the easiest method for you to use. But faxing technology is limited and will reduce the quality of your original sketch on our receiving end, so it is very important that you keep the following points in mind:

- When faxing, it is especially important to sketch clearly.
- Fax machines cannot scan pencil lines, so if you created your sketch with a pencil, it is very important that you go over the entire sketch with a black ink pen. We have found that using an erasable black ink pen, instead of a pencil, is very effective.
- Set your fax machine to the highest sending quality or resolution possible.

- Fax to: (901) 339-2979

Step 3 – Receive and Upload your EZfloorplan

Your completed EZfloorplan will be sent to your email address. You will receive an image file in JPEG (.jpg) format. This is the same format as the digital pictures you take of the house. The file you receive will have the property address that you provided along with an "EZ" tag.

For example: *197 Berkshire Rd-EZ.jpg*

3.1 Immediately open your EZfloorplan and review it for accuracy. If you discover any needed adjustment, please return it by fax (901-339-2979) or reply to the e-mail with an explanation and we will quickly make any adjustments you identify and send it back to you to review again. We will repeat this process until you are completely satisfied.

3.2 Because your EZfloorplan is an image, you can upload it to a website or insert it into a document the same way you would a typical picture of the house.

Step 4 – Payment

You are in complete control over your payment options and you will not have to pay for your EZfloorplan until you are completely satisfied.

After your final review you will receive, by email, a Paypal invoice from EZfloorplan requesting payment. The Paypal invoice will explain in detail 2 very "EZ" options:

Option 1: Payment can be made with a credit card via Paypal. You are not required to have a Paypal account, but you may choose to create an account or to make a one-time payment using your credit card through Paypal.

Option 2: Payment can be made by check and mailed to EZfloorplan.

Points to Remember

- **Keep your sketch simple!** Trying to show a lot of details will only make it harder for you to create your sketch and make your EZfloorplan hard to read and understand.
- Items your sketch does **not need to include** and for clarity should not 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.
- EZfloorplans are graphic representations only. They are not intended to be detailed or precise drawings and may not be relied upon by you or the potential home buyer, as anything other than general graphic representations of building configurations. They are intended to be used only for your marketing purposes. EZfloorplans are our representation of information provided by you and we take no responsibility for the accuracy or adequacy of the data provided by you. We take no responsibility for and do not guarantee or warrant the condition, functionality, or operability of any building, including its systems and appliances that are graphically represented by EZfloorplans.
- Posting your EZfloorplan to your Web listing or using it in any other marketing endeavor constitutes your acceptance of the EZfloorplan as accurate and complete.
- 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 address 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.
- If you have additional questions you are invited to:
 - Visit us at www.EZfloorplan.com
 - Email us at EZ@EZfloorplan.com
 - Call us toll free at 1-800-354-8616