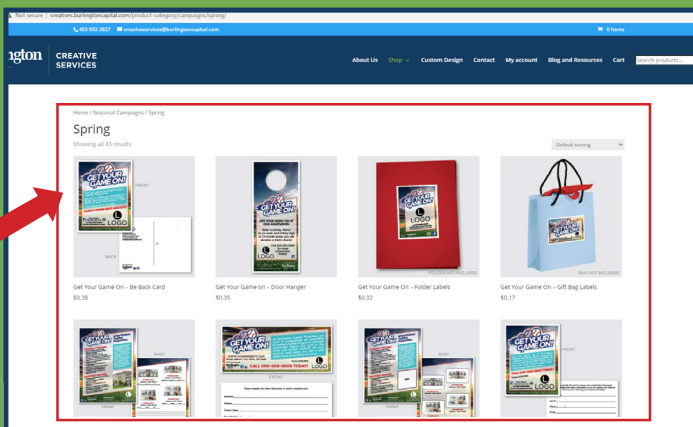
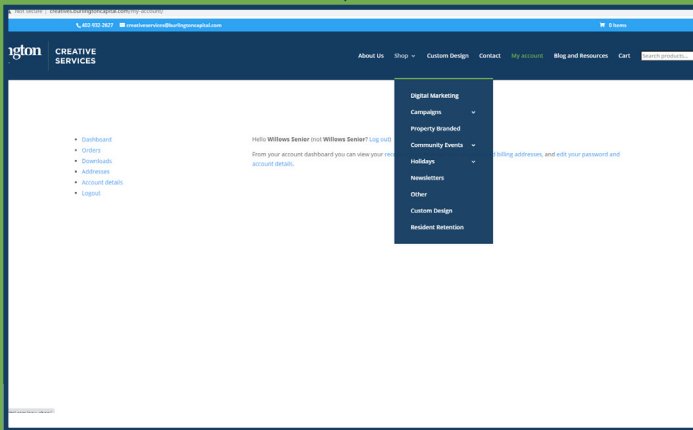
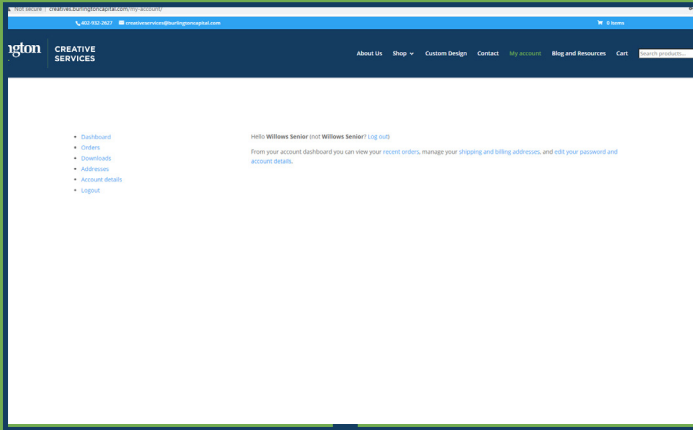
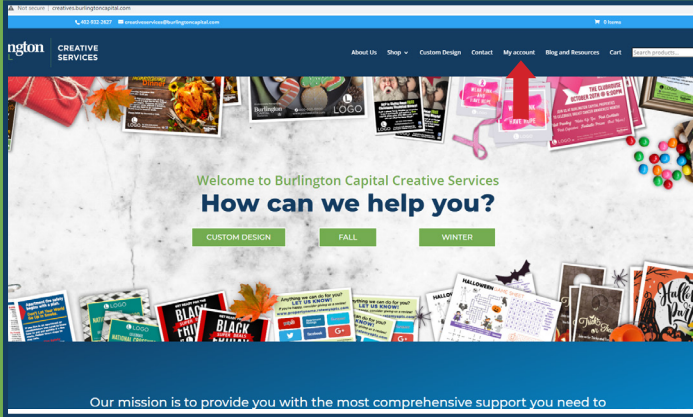


“ Our mission is to provide you with the most comprehensive support you need to effectively market your property to current and future residents. ”



CREATIVE SERVICES



1. Log into the Creative Services website at **creatives.burlingtoncapital.com** using your assigned username and password. Please contact Creative Services if you need assistance.

2. You will be directed to your property account where you can view account information, as well as, current and past orders.

(Please note: Do not change your account login information, such as, changing the property name to an employee name. This will ensure the property will be billed correctly)

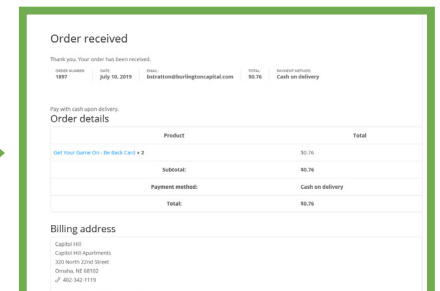
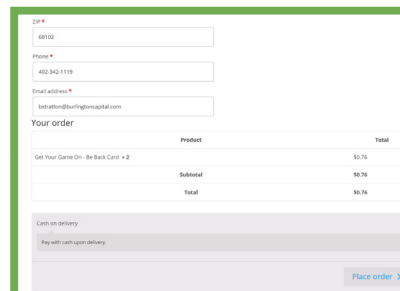
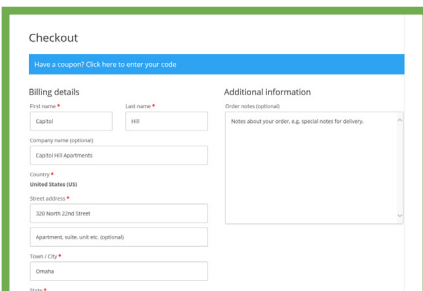
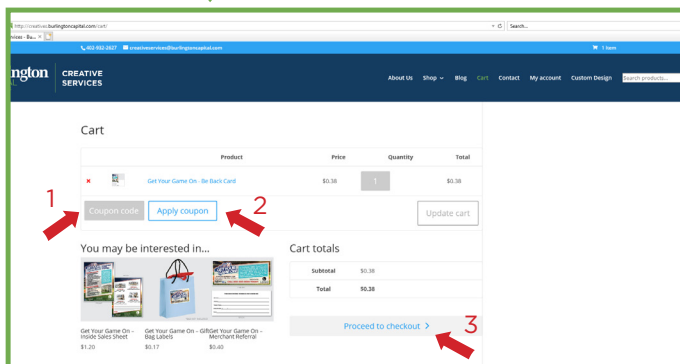
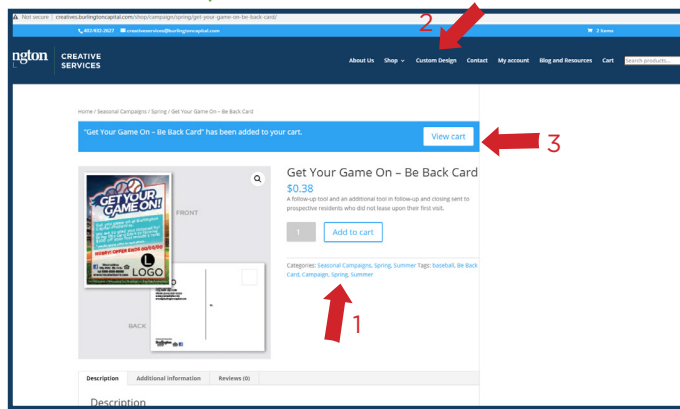
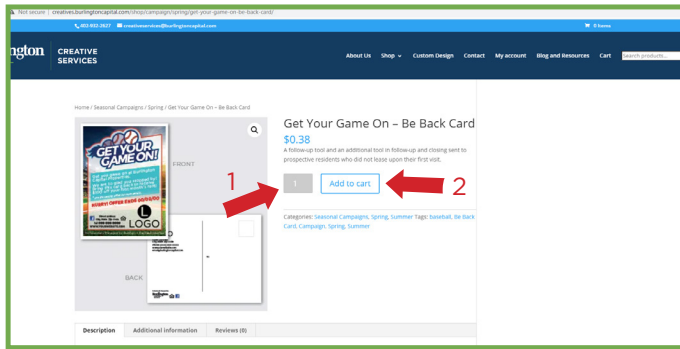
3. You are now ready to start shopping! From the drop down menu you can select marketing items from our catalog or order a custom design based on your planned event or theme.

(Helpful hint: If you don't know exactly what you want, give us a call! 402.932.2627)

4. Click on the items you wish to add to your cart.

(Please note: Not all items show every available size. If you like a design, but want a different size, you can note it at checkout and we will edit the order on the backend)

→ GUIDE TO ORDERING



1. Adjust the quantity of printed items you wish to order (1) then select the “Add to Cart” button (2).

2. You can continue shopping by selecting from the category of items (1) or by going back to the “shop” menu (2). *(Please note: If you are done shopping you can select “View Cart” (3) at any time to complete your order.)*

3. Add any applicable coupon codes if Creative Services is running a special (1). Apply the coupon code (2). Or, proceed to checkout (3).

4. Once you proceed to checkout you can include any special order instructions (ie: business card info, event date/time/info, etc), review your billing details, and place the order if your information is accurate. You will then receive an email confirmation that the order was received by Creative Services.

PLEASE NOTE: DEPENDING ON THE NUMBER OF JOBS IN QUEUE, IT MAY TAKE UP TO 2 WEEKS TO PROCESS SOME ORDERS. PLEASE PLAN ACCORDINGLY.

