



Week 1 To-Do List

1. Schedule headshots
2. Print business cards
 - New agents will have their first 200 purchased by the office
 - Ask Marketing for design help.
 - Canva is always a good resource, as is [MAXSHOP](#) on MAXCENTER
3. Name badges order from [Markful](#)
 - New agents: RTC will buy you your first two name badges.
4. Set up Your LLC or S-Corp
 - Online vendors
 - [zoomlegal.com](#)
 - [zenbusiness.com](#)
 - Local, in-person legal advice
 - Demco Law Firm - [demcolaw.co](#)
 - Local, in-person accounting advice
 - RPL Tax & Accounting, PLLC - [rlptax.com](#) - Bellevue
 - Tax Partners Northwest LLC - [taxpartnersnw.com](#) - Lynnwood
5. Take NWMLS Courses
 - [Matrix I](#)
 - [Listing Input](#)
6. Take RE/MAX Training
 - [Agent 101 Training](#)
 - [MAX/Center](#)
 - [Guide to RE/MAX University](#)
 - [Agent Office Portal](#)
 - [URL Shortener](#)
 - [Marketplace](#)
 - [Using the Referral Network](#)
 - [Global Referral Exchange](#)
 - [Review RE/MAX Brand Standard Manual](#)
7. Take RTC Training
 - [Marketing 101: Client-Focused Marketing](#)
 - [Marketing 101: Branding & Logos](#)
 - [Start-up Tech: MAX/Center Profile](#)
8. Get connected to other RE/MAX Facebook Groups
 - [RE/MAX Creative Group](#)
 - [RE/MAX Tech and Tools](#)
9. Connect your computer to Wifi and Printers
 - [Windows Instructions](#)
 - [Apple/Mac Instructions](#)