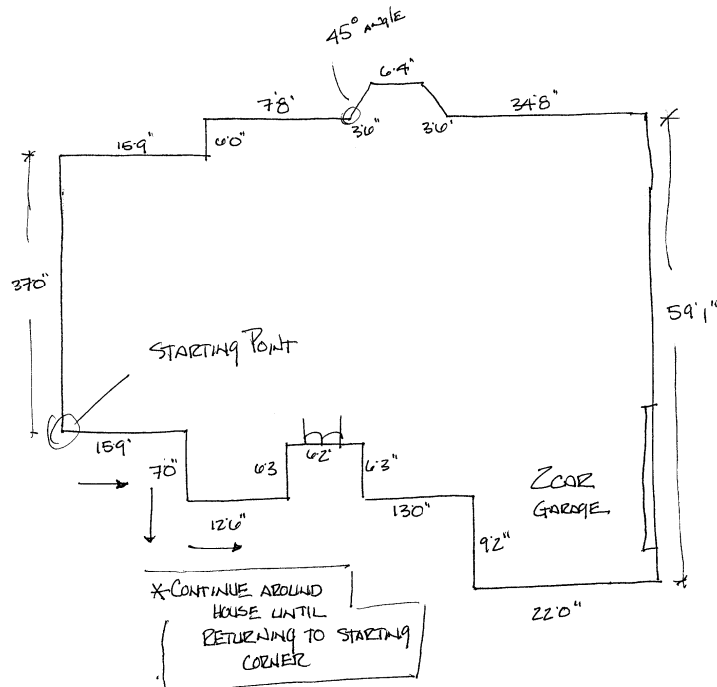


Guide on How to Measure Real Property

- 1) Begin measuring from any exterior corner. Draw each exterior wall and the relation to the adjacent wall (90 degrees or 45 degree angle). Place measurement next to pertaining wall.
- 2) Record measurement in either feet (show as ') and inches (show as ''), or if your measuring tape dictates, feet and tenths of a foot.
- 3) Round up or down to the nearest inch. Once you start rounding up or down, be consistent on each measurement following.
- 4) If wall turns 90 degrees or some other angle, draw the angled wall as accurately as possible. Most of the time you will find 90 degree angles on corners and 45 degree angles on bay windows.
- 5) Continue around the house until returning to original exterior corner.
- 6) Go inside house and measure length and depth of each room starting in the same corner you began with outside. You can fill in the rooms inside your exterior sketch or start with a second page.



- 7) Keep your back to front door of house as a reference point. Fill in measurements and room names without rotating paper in your hand so that all notes face the same direction.

Save Time.

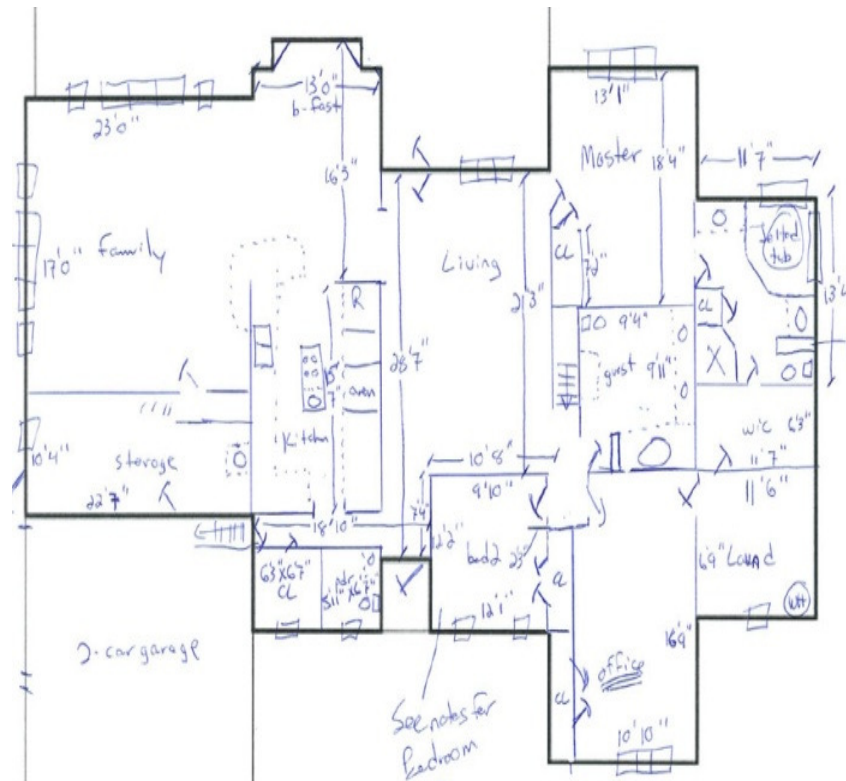
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Express **EP** Floorplans

8) Add in exterior doors and windows (see symbols listed below.)

9) Add in interior door swing directions, counters, appliances, closet shelving....We draw whatever you give us – the more you provide the better your plan will look!



10) Add in room labels. ie: Bedroom 1, Kitchen, Living Room.....

11) Don't worry about calculating square footage. If you provide the measurements, we will calculate the square footage.

12) Feel free to use multiple pages for each floor – or even for detail of a single room just for clarity.

13) Remember, the more information you give us and the easier it is to read, the more likely we will be able to complete your plan overnight and have it to you the next day with no questions or changes.

14) Important: Include the your name, email address, phone number, and the property address with the file you upload. This is critical so we can match up the sketch you submit with your order number from our processing center.

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15) The following symbols may be helpful:

