

SUPPORT SERVICES - WHO TO CONTACT



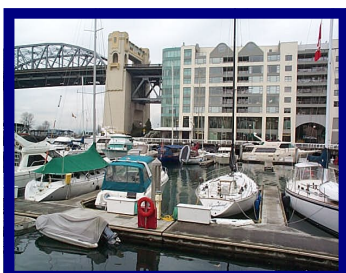
1428 West 7th Ave, Vancouver, BC, V6H 1C1

Office hours: Monday to Friday: 9:00am - 5:00pm
Saturday: 10:00am - 4:00pm
Phone: 604-602-1111
Public Fax: 604-602-9191
Conveyancing fax: 1-866-579-5572
Listings fax: 1-866-508-0266
Listings email: recseventh@telus.net
RE/MAX office ID: 62-593
REBGV brokerage ID: V003657



3215 Macdonald Street, Vancouver, BC, V6L 2N2

Office hours: Monday to Friday: 9:00am - 5:00pm
Saturday: 9:00am - 4:00pm
Phone: 604-732-1336
Public fax: 604-732-0012
Conveyancing fax: 1-866-579-5572
Listings fax: 1-866-507-7022
Listings email: lstwestside@telus.net
RE/MAX office ID: 62-473
REBGV brokerage ID: V002265



#2-1012 Beach Ave, Vancouver, BC, V6E 1T7

Office hours: Monday to Friday: 9:00am - 5:00pm
Saturday: 10:00am - 4:00pm
Phone: 604-684-6155
Public fax: 604-684-4155
Conveyancing fax: 1-866-579-5572
Listings fax: 1-866-370-4972
Listings email: recbeach@telus.net
RE/MAX office ID: 62-573
REBGV brokerage ID: V002267

After hours answering service: Connections Call Centre (Trish Brown)

Phone: 604-984-7200

Hours: After office hours and statutory holidays when office is closed.

SUPPORT SERVICES - WHO TO CONTACT

Out in Front®



Kate Jeppesen: Manager of Office Administration, W. 7th Avenue

Phone: 604-602-1111 ext 127 (direct: 778-785-2127)

Email: katejeppesen@telus.net

Duties: Manages the front office and coordinates with reception to ensure that it runs in a smooth and efficient manner. General "go to" contact for associates. Assists the company's management team with systems design and implementation. Assists with new associate orientation.



Jenny Hu: Front Office Reception and Administration, W. 7th Avenue

Phone: 604-602-1111 ext 160 (or dial 0)

Email: recseventh@telus.net

Listings fax: 1-866-508-0266 (note: there is a different listings fax number for each office)

Duties: All activities associated with the administration of the front office and resource area. Entry of listings into MLXchange. Title searches. Strata plans.

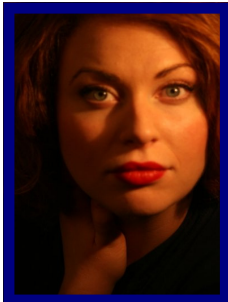


Janet Meares: Reception, Macdonald Street

Phone: 604-732-1336 ext 200 (or dial 0)

Email: recwestside@telus.net

Duties: Telephone reception. Greets walk-ins. Refers floor duty contacts. Directs messages.



Marlena Morton: Front Office Administration, Macdonald Street

Phone: 604-732-1336 ext 201

Email: lstwestside@telus.net

Listings fax: 1-866-507-7022 (note: there is a different listings fax number for each office)

Duties: All activities associated with the administration of the front office and resource area. Entry of listings into MLXchange. Title searches. Strata plans.



Linda Kriel: Front Office Administration, Beach Avenue

Phone: 604-684-6155

Email: recbeach@telus.net

Listings fax: 1-866-370-4972 (note: there is a different listings fax number for each office)

Duties: All activities associated with the administration of the front office and resource area. Entry of listings into MLXchange. Title searches. Strata plans.

SUPPORT SERVICES - WHO TO CONTACT



Marie Ducak: Relief Reception and part-time Administration, W. 7th Avenue
Phone: 604-602-1111 ext 160 (or dial 0)
Email: recseventh@telus.net
Listings fax: 1-866-508-0266 (note: there is a different listings fax number for each office)
Duties: Telephone reception. Greets walk-ins. Refers floor duty contacts. Directs messages. Distributes incoming faxes.



Daphne Wong: Saturday Reception, Macdonald Street
Phone: 604-732-1336 ext 200 (or dial 0)
Duties: Telephone reception. Greets walk-ins. Refers floor duty contacts. Directs messages. Distributes incoming faxes.

Conveyancing



Helena Wong: Conveyancing / Accounts Manager, W. 7th Avenue
Phone: 604-602-1111 ext 142 (direct: 778-785-2142)
Fax: 1-866-579-5572
Email: conwestside@telus.net
Duties: Receives and enters Contracts of Purchase and Sale. Reviews trade record sheet and file for complete documentation. Sends commission letters to lawyers/ notaries. Virtual Business Centre Support. Commission advances. Accounts payable.



Bonnie Chung: Conveyancing, W. 7th Avenue
Phone: 604-602-1111 ext 144 (direct: 778-785-2144)
Fax: 1-866-579-5572
Email: conwestside@telus.net
Duties: Receives and enters Contracts of Purchase and Sale. Reviews trade record sheet and file for complete documentation. Sends commission letters to lawyers/ notaries. Virtual Business Centre training & support. Assists Accounts Manager.

Accounts



Marian McKenzie: Accounting / Invoices, Macdonald Street
Phone: 604-732-1336 ext 202 (direct: 604-484-0236)
Fax: 1-866-665-7380
Email: marianm@telus.net
Duties: Prepares month end statements. Answers associate questions about their statements. Assists Conveyancing with closing payouts when needed. Prepares GST and Income Tax cheques for associates to remit to CRA. Accounts payable. Commission advances.

SUPPORT SERVICES - WHO TO CONTACT

Your Management Team

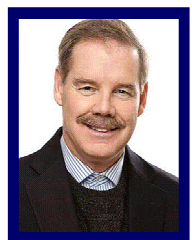


Deborah Upton: B.Sc., B.Ed., President / Managing Partner

Phone: 604-602-1111 ext 105 (office direct: 778-785-2105)

Email: deborahupton@remax.net

Oversees all aspects of the company's operations. Assists associates in business growth strategies, difficult contract negotiations, professional conduct complaints and legal claims. Introduces new associates to the company with the assistance of Charlene Dunstan.



Wayne Ryan: Managing Broker, Macdonald St

Phone: 604-732-1336 ext 214 (office direct: 604-628-0084)

Direct fax:

Email: wayne.ryan@remax.net

Answers questions to do with property valuations; contract writing and negotiating; dealing with client issues. Assists with day to day operational events to assist associates and staff; reviews contracts; and ensures that the office is running smoothly for all concerned. Assists with recruiting. Facilitates company training sessions and business meetings.



Steve Jamieson: B.A, Managing Broker, W 7th Ave

Phone: 604-602-1111, ext 104 (office direct: 778-785-2104)

Direct fax: 1-866-209-3444

Email: stevejamieson@remax.net

Answers questions to do with property valuations; contract writing and negotiating; dealing with client issues. Assists with day to day operational events to assist associates and staff; reviews contracts; and ensures that the office is running smoothly for all concerned. Assists with recruiting. Facilitates company training sessions and business meetings.



Nancy Beaton: Managing Broker, Beach Ave

Phone: 604-684-6155

Direct fax: 1-866-625-5480

Email: nancybeaton@remax.net

Answers questions to do with property valuations; contract writing and negotiating; dealing with client issues. Assists with day to day operational events to assist associates and staff; reviews contracts; and ensures that the office is running smoothly for all concerned. Assists with recruiting. Facilitates company training sessions and business meetings.