



PorchLight Turnaround Times

ALL TIMES QUOTED ARE BUSINESS DAYS (MONDAY – FRIDAY • 9AM TO 5PM)

LISTING MATERIALS

Listing Submission, Phase 2 Due 5 days before active date

Proof Available For Review 1 day after photos are received
(Note: if photos come in on Friday, the proof will be ready as soon as possible)

Listing Materials with approved proofs will be available for pickup by 4pm on the originally scheduled market date, even if the listing is activated earlier.

MARKETING REQUESTS

Agent Profile Update Requests 2 days

Banner & Tent Rental 5 days

Broker Open/Buyer Need eFlyer 2 days for proof; 1 day from proof approval to send

Business Cards 2 days for proof; 2 weeks from proof approval to delivery

Customized PCP 2 days

Event Invitation 2 days

Generators 2 days*

Labels & Stickers 2 days

Moving Announcement 2 days

Name & Custom Sign Riders 2 days for proof; 2 weeks from proof approval to delivery

Open House Collateral Requests due Thursdays at noon; available for pick-up Fridays by 5pm

PIGs, Referral & Closing Gifts 2 days

Presentations/CMAs 2 hours*

Printing Requests 2 hours for small jobs**, 2 days for large jobs

Social Media Graphics 2 days

**Dependent upon office inventory; rarely some items may take up to 5 days*

***Small jobs consist of 4 or fewer documents/attachments without special production*