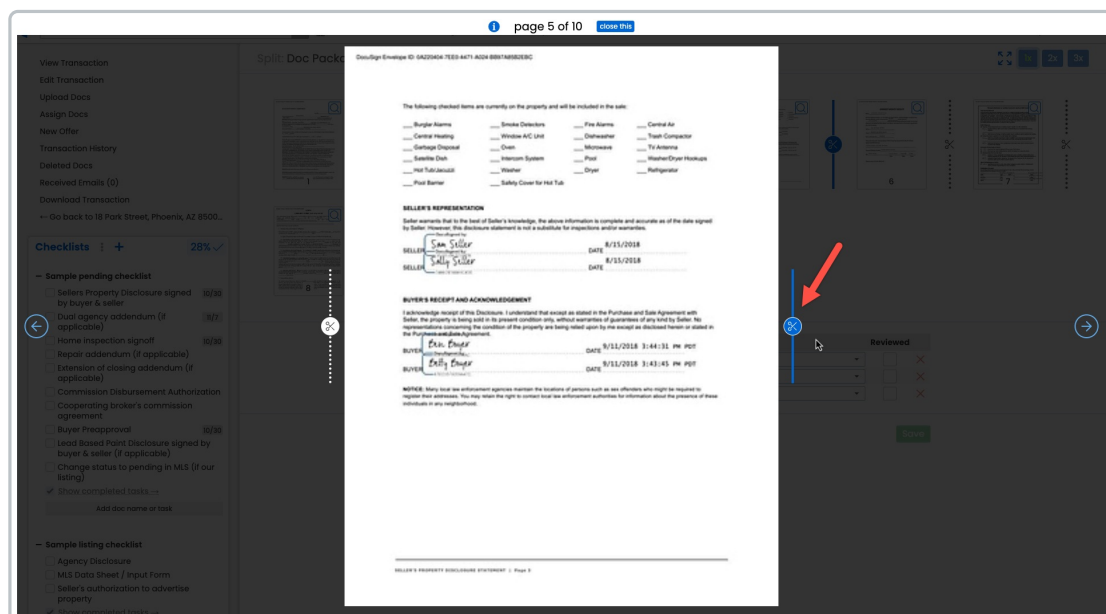
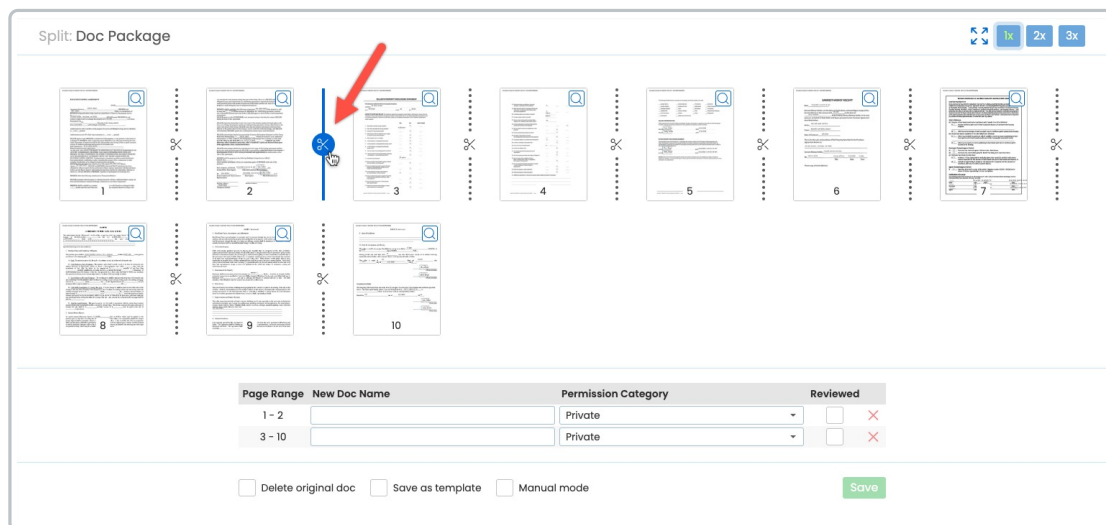


What's New (October 29, 2023)

Break Docs Apart Faster By Pointing And Clicking

Extracting pages and breaking large docs into smaller docs is now faster, easier, and more intuitive. Preview the doc's pages in thumbnail or enlarged form, then click the scissors in between the desired pages to indicate your breaks. Dive in without a learning curve by watching [this 2-minute video](#) →

[Learn more about Breaking Apart Docs](#) →



Need To Adjust What's Displayed On Your Coversheet? We've Got You "Covered" ?

Customize the information that appears on your company's coversheet by selecting from multiple

pre-set layouts. Within your selected layout, you can also control which sections appear and which do not by selecting them individually.

Master admins can visit [Company Settings](#) to customize your office's coversheet right away.

[Learn more about Customizing Coversheets →](#)

Transaction Coversheet Layout

Select the layout that best meets your office's needs:
Info / Details

Choose which fields should be included in the selected coversheet layout:

☒ Commission Info

☒ Optional Fields

☒ More Info

☒ Custom Date Fields

☐ Key Dates

☒ Custom List Fields

☒ Contacts List

☒ Custom Text Fields

☒ Contingency Dates

Total Commission

Commission Summary

Feature Settings

☐ Require two-factor authentication

☒ Enable Reviewed Docs functionality

☐ Enable Entered Docs feature

☒ Enable New Offer feature



Paperless Real Estate
1300 East Main Street, Wichita, KS 67208
Phone: 555-555-5556
Email: admin@paperlesspipeline.com

Coversheet for: **123 Main Street**

Status:	Listed	Label:	Residential
Side:	Listing	List Price:	\$575,000
MLS #:	123123123 / ZA.321321	Expires On:	August 20, 2024
Listed On:	July 20, 2023	Lockbox Code:	12-34-56-78
Accepted On:	September 29, 2023	Year Built:	2004

Additional Info

In-house TC:	Meg	Entry Instructions:	Gate Code: AX-EF-GZ
City:	Cordova	Important:	Seller is on vacation until 10/21.
More Info:	Lead- Mar Gift Package- B Electric- State Electric Water- County Water Garbage- Green Services		

Sale Info

Sale Price:	\$573,000	Home Warranty:	Paid by Seller
-------------	-----------	----------------	----------------

Listing Contacts

Name	Email	Phone	Fax / Other
Seller Jane Smith	hollis+js@paperlesspipeline.com	555-555-5555	553-808-5848
Listing Agent Martha Jewel	hollis+mj@paperlesspipeline.com	509-791-2626	743-611-4808

Buying Contacts

Name	Email	Phone	Fax / Other
Buyer River Rushing 793 Jackson Avenue	river@paperlesspipeline.com	689-918-8133	970-999-1801
Outside/Co-op John Burgre / Bloom Realty	john@paperlesspipeline.com	630-708-8251	---

Key Dates & Milestones

---	Agency Disclosure
7/17/23	Listing Agreement
9/29/23	Purchase Agreement

Contingency & Other Dates

Inspection Due:	Oct 13, 2023	Option Period End:	Oct 11, 2023
Loan Approval Due:	Oct 26, 2023	Earnest Money Due:	Oct 6, 2023
Appraisal Due:	Oct 18, 2023	Photography Shoot:	Jul 5, 2023

Contacts

Name	Email	Phone	Fax / Other
Escrow Kenan Mighty Chief Escrow	kenan@paperlesspipeline.com	555-555-5559	777-777-7777
Lender Sally Johansen Loans R Us	hollis+sj@paperlesspipeline.com	555-555-5558	---

Created by Paperless Pipeline on October 16, 2023 at 18:37 p.m. ET

Keep Your Most Important Checklists Front And Center

Need a particular checklist to stick to the top of a transaction? Admins can pin such checklists to the top of the Checklists section by hovering over the desired checklist on the transaction, then clicking the pin. Pinned checklists will appear at the top of the Checklists section for anyone who views the transactions.

[Learn more about Pinning Checklists on Transactions →](#)

Checklists

23% ✓

Milestones

☐ Inspection

10/20

☐ Appraisal

11/3

☐ Review Financing

☐ Closing

Add doc name or task

Sample pending checklist

☐ Sellers Property Disclosure signed by buyer & seller
 ☐ Dual agency addendum (if applicable)
 ☐ Home inspection signoff
 ☐ Repair addendum (if applicable)

Buyer: Jennifer and Michael Matthe

Sale & Commission

Commission Summary: 3% listing / 3% bu

More Info

- Lockbox #1910
 - Seller's prefer showings on Tuesda
 anytime between 9am and 5pm.

Listing Agents

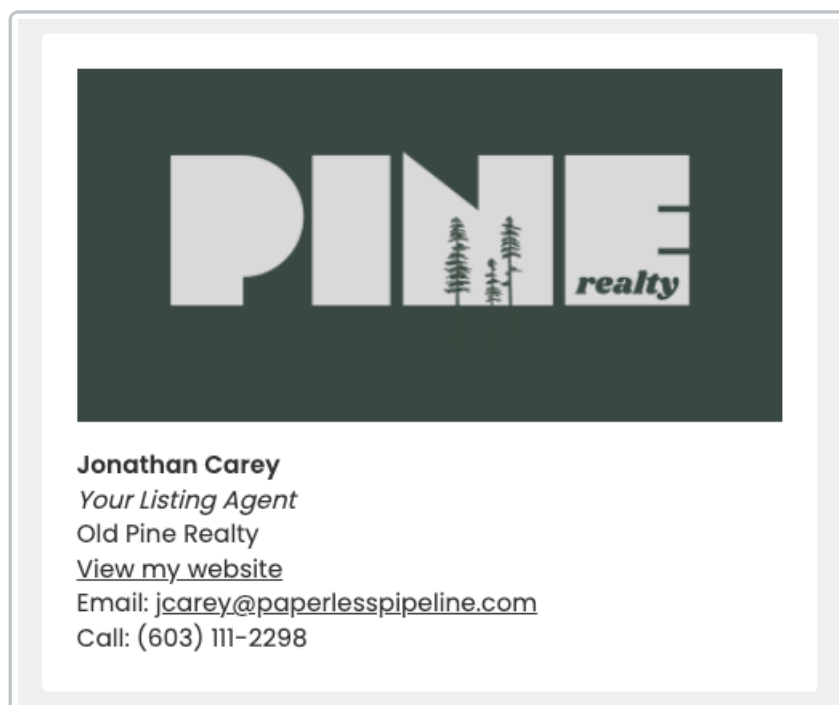
Tammy Sheldon (sample user)
 Jonathan Carey (sample user) **assistant**

2 Contacts

Make Your Signatures More Personal

You can now add an image to your personal signature that appears at the bottom of messages you send from Pipeline. Whether you prefer your image to be a company logo, a photo of yourself, or an image of your standard email signature, the choice is yours! Images can also be coupled with any custom text you enter (including links), supporting more consistent branding across all your Pipeline and non-Pipeline messaging.

[Learn more about Customizing Your Email Signature →](#)



Put Your Calculators Away! Calc Pro-rated Splits With A Few Clicks When Agents Meet Their Split Threshold

When an agent is close to hitting their commission split threshold on a transaction, the system will help you calculate the pro-rated commission due for that transaction. To calculate:

- Click [Calc pro-rated splits]
- Enter the NEW split percentage
- Review the calculations and click [Update Commissions]
- Optionally: update the agent's profile with their new split information, when asked.

[Learn more about Calculating An Agent's Pro-Rated Commission Amount →](#)

The screenshot displays a web application for calculating commissions. On the left, a sidebar shows 'Total Commission \$25,920.00', 'Lead Source' (Buyer: Organic Search, Seller: Friends & Family), and 'Admin Info'. The main area is titled 'Calculated Commission Amounts' and shows 'Commission Type' as 'Listing' with a 'Gross Commission' of '\$25,920.00'. A message states: 'Next, we will help you distribute the broker/agent commission of \$25,920.00.' Below this is the 'Broker / Agent Commission Disbursement' section, which includes a table for 'Distribute Listing Commission' with columns for 'Brokerage' and 'Agent'. A red arrow points to a button labeled 'calc pro-rated splits' in the 'Agent' column for 'Jim Greene'. To the right, a sidebar contains a warning: 'This transaction's commission may push the agent over their next commission split threshold.' followed by 'Agent performance' metrics, 'Commission split threshold info' (Agent's current split: 70%, Next commission split threshold: \$5,000.00), 'Commission totals before this transaction', and 'Fees paid to brokerage'.

Calculated Commission Amounts	
Commission Type	Listing
Gross Commission:	\$25,920.00
Distributable Commission (Gross - Referral):	\$25,920.00

Next, we will help you distribute the broker/agent commission of \$25,920.00.

Broker / Agent Commission Disbursement	
Distribute Listing Commission: \$25,920.00	
1 Allocate sales volume and units	
Jim Greene	Sales Volume: \$864,000 Unit: 1
2 Specify agent / brokerage splits	
Jim Greene	Brokerage: 30% Agent: % \$

calc pro-rated splits

Calculate & Continue

Fees & Deductions	
Broker's Fees & Deductions	
Earnest Money Deposit (withheld at closing) \$	

This transaction's commission may push the agent over their next commission split threshold.

Jim Greene - YTD figures (Jan. 1, 2023 to Oct. 25, 2023)

Agent performance	
Closed transactions:	1
Closed listings:	1
Closed sales:	0
Units:	0
Sales volume:	\$5,345,343.00

Commission split threshold info

Agent's current split:	70%
Commission to brokerage before this transaction:	\$2,799.44
Next commission split threshold:	\$5,000.00

Commission totals before this transaction

Commission produced before agent/broker split	\$12,593.07
Agent gross commission:	\$9,793.63
Agent net commission:	\$8,150.68
Agent gross in-house referral commission:	\$0.00

Fees paid to brokerage

Administrative fee (SP):	\$1,069.07
Advertising Fee (AG):	\$14.98
Commission Deferral (DC):	\$251.86
E & O:	\$13.00
Rental Commission (GC):	\$73.04
Test Fee 12:	\$1.00
Transaction Fee:	\$220.00

Update commission split for Jim Greene →

Commission Type

Listing

ss Commission: \$25,920.00

tributable Commission (Current Split): \$25,920.00

Next, we will help you distribute

Calc Pro-Rated Splits

Agent's distributable commission: \$25,920.00

Commissions to brokerage before this transaction: \$2,799.44

Next commission split threshold: \$5,000.00

Remaining commission to next split threshold: \$2,200.56

Current agent commission % (from user profile): 70%

Distributable toward current split (70%): \$7,335.20

Distributable toward new split: \$18,584.80

Next agent commission split %:

Broker commission for this transaction: ---

Agent commission at old split: ---

Agent commission at new split: ---

Total agent commission for this transaction: ---

Cancel

Update Commissions

Broker / Agent Commission

tribute Listing Commission

Allocate sales volume and

m Greene

Specify agent / brokerage s

m Greene

Calculate & Continue

s & Deductions