



AIR CRE CONTRACTS

QUICK TIPS

For further information or assistance with any of AIR CRE's products & services, please contact us:

Purchasing & Registration
AIR CRE Contracts
(866) 946-2472

Technical Support
AIR CRE IT Department
support@aircre.com

Demos & Training
Martin Vartanian
mvaranian@aircre.com

PURCHASE AIR CRE CONTRACTS

[LEARN MORE](#)[SUPPORT](#)

AIR CRE Contracts for Windows™

1 Enter information below and continue to payment details

State:

Email Address

First Name Last Name

Company Name

Address Line 1

Address Line 2

City State Zip Code

Phone Number

How Did You Learn Of AIR CRE Contracts? Other

What Is Your Profession? Other

Purchase includes
200 Credits

\$600*

* Non-refundable



System Requirements

Call [\(866\) 946-2472](tel:866-946-2472) for assistance

2 Terms of Service

Please **review** and **AGREE** to the Terms of Service and Privacy Policy by clicking on the buttons below.

[TERMS OF SERVICE](#)[PRIVACY POLICY](#)





☐ I WANT TO BE NOTIFIED OF AIR CRE CONTRACTS UPDATES AND OFFERS BY EMAIL.

[CONTINUE](#)

AIR CRE Contracts for Windows™

1 Payment Information

1 Enter your credit card information

Name on Card	
1234 1234 1234 1234	
MM / YY	CVC ?
Billing Zip	
   	

Purchase includes
200 Credits

\$600*

* Non-refundable

2 Confirm Account Information

2 Confirm your account information and click on Purchase. You will get email instruction on how to download the App.

Purchase Confirmation, Installation Instructions and Registration Key will be sent to the contact email below.

mvartanian@airea.com
Martin Vartanian
MAV Consulting
777 Flower ST
Suite 101
Glendale, ca, 91205

PURCHASE



System Requirements

Call [\(866\) 946-2472](tel:866-946-2472) for assistance

Email Confirmation

Dear A. N. Other

Thank you for purchasing AIR CRE Contracts. Please see below for your Order Confirmation and instructions on how to apply your Registration and start using AIR CRE Contracts. If you have any questions or need assistance, please contact the AIR CRE Contracts Support at 866.946.2472.

1

Registration Code

Your Software Registration Code is: **06544BD4-16AE-477B-88BE-1111111111**

Download Link

Your Download Link is:

2

<https://www.aircrecontracts.com/Download/InstallRetrieve?validURL=0%2bJV4WayEyodofFSPPfM%2bQ%3d%3d>

Installation Instructions

1. Click the DOWNLOAD Link above.
2. When the DOWNLOAD page opens, click DOWNLOAD NOW, and then select the location it will be saved on your computer.
3. Navigate to the Downloaded file, select it, then RUN the installer file.
4. Once the installation is completed, launch the AIR CRE Contracts Application.
5. Copy and paste the REGISTRATION CODE below into the box displayed on the ACTIVATE and REGISTER window.
6. Click APPLY.
7. Your software has been installed and registered for use.

1

Use the registration code to register the App.

2

Click on the link to access the App download page.



AIR CRE CONTRACTS

Download AIR CRE Contracts for Windows™

Select the State Version of the software to be downloaded:

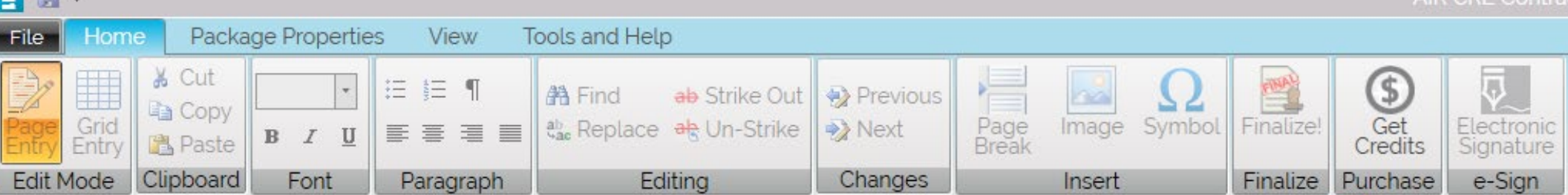
1

2 [DOWNLOAD NOW](#)

[SEE THE LATEST APP UPDATES](#)

1 Select the State Version of the App to be downloaded

2 Click on Download Now button to download the App.



To order more Credits, from the Home Ribbon select “Get Credits”

1

Select Number of Credits

As of October 3, 2019, Credits are \$1.50 each

☐ 50 CREDITS @ \$1.50 EACH **\$75.00**

☐ 100 CREDITS @ \$1.50 EACH **\$150.00**

☐ 150 CREDITS @ \$1.50 EACH **\$225.00**

☐ 200 CREDITS @ \$1.50 EACH **\$300.00**

☐ > 200 CREDITS @ \$1.50 EACH

2

Confirm Registered Account Information

You are purchasing credits for the following registered account:

mvartanian@aircre.com
Martin Vartanian
AIR Commercial Real Estate
Suite 900
500 N. Brand Blvd.
Glendale, CA, 91203
2136878777

If you are not the above registered user, please provide your contact information for the Order Confirmation

3

Terms of Service

Please **review and AGREE** to the Terms of Service and Privacy Policy by clicking on the buttons below.

4



1 Select the amount of credits you would like to purchase

2 Check your information

3 Enter your email and name if you're not a registered user

4 Click on the Term of Services link and read to the bottom of the page and click the "I Agree" button. Then click the "Privacy Policy" link and read to the bottom of the page and click the "I Agree" button and click on continue.

Terms of Service

Please read through this document to the bottom of the page and click the 'I Agree' button.

Updated August 1, 2018.

Welcome to the websites of AIR Commercial Real Estate (AIR CRE) ("we," "our," "us"), www.aircre.com, www.aircrecontracts.com, and <http://aireaairmail.com> (the "Sites") . By visiting the Sites, you signify that you have read, understand and agree to be bound by these Terms of Service (" Terms of Service "). If you do not agree to these Terms of Service, then do not use the Sites.

These Terms of Service are effective as of the date posted above and we will not be bound by any additional or different terms on other documents that are inconsistent with these terms. We may modify or update these Terms of Service at any time by posting the amended terms on the Sites or through information given by email and such terms shall be effective for all use of the Sites once they are posted. Your continued access of the Sites and/or use of the services provided through the Sites ("Services") following the posting of any additional or different terms in the Terms of Service constitutes your acceptance of those additional or different terms. We, in our sole discretion, may also add, delete or change some or all of the features of the Sites at any time.

These Terms of Service govern your access to and use of the Sites and the Services. Please read these Terms of Service carefully before using the Sites and Services. If you violate any of these Terms of Service (which include by reference our Privacy Policy) or otherwise violate an agreement between you and us, we may terminate your registration, and/or prohibit you from using or accessing the Sites or Services (or any portion, aspect or feature of them), at any time in our sole discretion, with or without notice.

As used herein, "User" or " Users " means anyone who accesses and/or uses the Sites and Services, including registered members.

1. Description of the Services

Subject to the terms and conditions specified herein and as described in our [Privacy Policy](#), we provide information in our Sites regarding our Services, including AIR CRE contracts, becoming members of AIR CRE, purchasing and downloading AIR CRE contracts, and using our Services, including the AIRMail application.

2. Collection of Personal Data

If you wish to register to become a member on the Sites, use certain Services, or purchase our contracts, you must provide Personal Data about yourself, as further described in the Privacy Policy

By providing such information upon registration on the Sites, you agree: (i) to these Terms of Service; (ii) to provide true, accurate, current and complete information; (iii) to maintain and promptly update the information to keep it true, accurate, current and complete; and (iv) to take full responsibility for all activities that occur when you use the Sites. We are not responsible for any loss or damage arising from your failure to comply with the foregoing requirements.

3. Termination

Your registration and data associated with your registration on the Sites are not transferable to any other individual. If you provide any information that is untrue, inaccurate, not current or incomplete, or if we have reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, we may suspend or terminate your account and refuse all current or future use of the Sites or Services (or any portion thereof). If you violate any of these Terms of Service, or otherwise violate an agreement between you and us, do not follow instructions regarding the proper implementation of

I AGREE



Click I Agree to continue

Privacy Policy

Please read through this document to the bottom of the page and click the 'I Agree' button.

Updated August 1, 2018.

AIR Commercial Real Estate ("AIR CRE," "we," or "us") respects the sensitive nature of any personal information you provide to us. We have created this Privacy Policy in order to demonstrate our commitment to the privacy of those who visit our websites www.aircre.com, www.aircrecontracts.com, and <http://aireaairmail.com> (the "Sites"). This Privacy Policy describes our online information collection, storage and disclosure practices and the choices you have regarding how your personal information is collected and used by us and our online payment provider. By accessing and using the Sites, you consent to the collection, use and disclosure of information through the Sites as described in this Privacy Policy.

Residents of the European Economic Area ("EEA"), which includes the member states of the European Union ("EU"), should consult the sections of this policy relating to the "Rights of EEA Residents" and "International Data Transfers" for provisions that may apply to them.

We reserve the right to change this Privacy Policy at any time. In the event we make changes to this Privacy Policy, such policy will be re-posted in the "Privacy" section of our Sites with the date such modifications were made indicated on the top of the page or we may contact you to inform you about the revisions with a link to the revised Privacy Policy. All changes are effective on the date listed at the top of this page and will apply to all information that we have about you. Your continued use of the Sites or the services that we provide, including membership and the purchase, downloading and use of our contracts through our contract application or use of our AIRMail e-mail platform ("Services") after any change is posted indicates your acceptance of the changes and your continued consent to our processing of your personal data. If at any point you do not agree to any portion of the Privacy Policy then in effect you should immediately stop using the Sites and the Services. Because this Privacy Policy contains legal obligations we encourage you to review this Privacy Policy carefully. If you have any questions concerning this Privacy Policy or our information collection, storage and disclosure practices, please contact us at privacy@aircre.com or mail us at AIR CRE, 800 West 6th Street, Suite 1000, Los Angeles, California 90017.

Personal Data That We Collect and How We Use It

AIR CRE may collect personal data about you when you visit the Sites. "Personal Data" is information that may be used to directly or indirectly identify you, including your name, e-mail address, physical address, phone number or other information about you. The majority of such Personal Data is collected when you register with the Sites to become a member, use our Services, including purchasing our contracts or AIRMail email platform, subscribe to updates or otherwise provide us with your contact information to obtain information about or to use our Services. Some of this Personal Data will be required if you wish to partake in the Services that we provide, including becoming a member or purchasing or downloading contracts.

In general, the type of Personal Data we collect includes, but is not limited to:

- Personal Data to contact you to promote our Services or alert you to special offers, features or matters of interest;
- Personal Data necessary to use the Services that you have requested, including becoming a member, purchasing or downloading contracts, or using our e-mail platform;
- Un-identifiable and aggregated Personal Data pertaining to your Sites visits that help us maintain the appropriate features, functionality and user experience

We and our e-commerce providers use that data to: (i) register you as a member and enable you to log in to the Sites; (ii) allow you to obtain and use Services; (iii) guard against potential fraud; (iv) contact you if there is a problem with your account or order; (v) provide answers to your inquiries or questions; and (vi) maintain regular communication with you as may be necessary to inform you of offers.

I AGREE

Click I Agree to continue

AIR CRE CONTRACTS CREDITS

2

Purchase Credits for AIR CRE Contracts for Windows™

Payment Information

<input type="text" value="Name on Card"/>	
<input type="text" value="1234 1234 1234 1234"/>	
<input type="text" value="MM / YY"/>	<input type="text" value="CVC ?"/>
<input type="text" value="Billing Zip"/>	



1

Purchasing 150
Credits

\$225*

* Non-refundable

System Requirements

Call (866) 946-2472 for assistance

3

Order Confirmation

Order Confirmation will be sent to:

mvartanian@aircre.com

PURCHASE



1 Verity your credit purchase

2 Enter your credit card
information

3 Confirm your email
address and click on
Purchase

CREATING A NEW CONTRACT PACKAGE

- From the Main Menu select **File > New > New Package From Scratch**.
- Enter the file Name (Required) and Description (Optional) > **Create**.
- From the Contracts Panel select the contracts you would like to add to the package > **Add Selected Contracts**.
- You can add multiple contracts at the same time by holding down the **CTRL** key while making your selections.

OPENING SAVED CONTRACT PACKAGES

- From the Home Page > **File** > **Open** > **Recent Packages**.
- The app will display all the recent packages you have worked on.
- If the package you are looking for is not on the list, select **My Packages** and click on the **Browse** icon. This will allow you to view all the other packages you have created.

HOW TO STRIKE OUT & UN-STRIKE OUT TEXT

You cannot delete any of the standard boilerplate text in the Contracts. However, you can strike out a word, a sentence, or even a paragraph.

- Highlight the text you want to strike through.
- Click on the **Strike-Thru** icon located on the **Main Home** ribbon.
- If you want to undo a strike through, highlight the text and click the **Un-Strike** icon.

ADDING CUSTOM TEXT

- Click anywhere in the contract and start typing.
- Custom text is displayed in a different color and font for quick identification on the contract.
- The font will remain different, even on the finalized document to ensure that changes are noticeable.

EXTENDING A BLUE FIELD

- When entering data in the blue fields, the field will expand automatically to fit the text.
- You cannot delete any existing fields.
- You can **Copy** and **Paste** from one field to another.
 - **Highlight the text** you want to copy.
 - **Right-Click** on the highlighted text > **Copy**.
 - To Paste, click in the location that you want to paste into > **Right-click** > **Paste**.

CUSTOMIZE TEXT SIZE

- From **Main Menu > Package Properties**.
- From the **Package Properties Ribbon > Contract Font Size** icon.
- Select the desired **Font Size** from the drop-down menu.
- The text font size will change in all of your contracts in the Contract Package.

CUSTOMIZE CUSTOM TEXT FONT

- From **Main Menu > Package Properties**.
- From the **Package Properties Ribbon > Custom Text Font** icon.
- From the drop-down menu, select the desired **font type**.
- The Custom Text font type (red text) will change in all of your contracts in the Contract Package.

CUSTOMIZING TEXT IN THE BLUE FIELDS

- From **Main Menu > Package Properties**.
- From the **Package Properties Ribbon > Fields Font**.
- Select your desired font, font size, and style of the text in the blue fields.
- This will change the text in the blue fields throughout the entire package.

INSERT AN IMAGE

Images, such as pictures, clip art, company logos and floor plans can be inserted into your contract.

- Click on the location where you want the graphic to appear.
- From the **Home Ribbon** > **Insert** > browse and select your desired image > **Open**
- Once the image is inserted into the document, you can adjust the size by dragging on one of the corners.
- To delete an image: **select the image** > **Delete**.

CREATE A PDF OF YOUR CONTRACT

- From the **Main Menu > File > Save As** .
- In the **Save As** dialog box > **Create PDF Document**.
- From the **Create PDF Document** section select the option to create a PDF for the **entire package** or a **specific contract**.
- Select **Color** or **Grayscale** and click on **Create PDF**.
- Enter the desired name of the file > **Save**.

PRINT A PACKAGE

Using Default Print Settings

- From the **Main Menu > File > Print**.
- Select the option to print the **entire package** or a **specific contract**.
- You also have the option to print the **Data Entry** fields.

Customizing Your Print Settings

- From the **Main Menu** select **File > Print > Page Layout Settings**.
- Select **Page Size** to change from Letter to Legal.
- Select **Page Numbering** to change the option to print **Continuous** or **Start Over for Each Contract**.
- Select **Margins** to change the Top, Bottom, Left and Right margins of the package.

FINALIZING A CONTRACT PACKAGE

Follow these steps once you have finished preparing your contract. The finalized package will remove the word DRAFT from the documents. You will be charged credits to finalize a package.

- Complete all of the required fields in all of the contracts (the required fields are indicated in **red** in the **Data Entry** view).
- From the **Home Ribbon** click on **Finalize** Icon.
- Note: If you make changes to the required fields in any of the contracts in the Contract Package, the system will charge you for credits again.