



# Document Revision Best Practices

[Support@e-closing.com](mailto:Support@e-closing.com) | (603) 485-7951

We ask that submissions follow the best practices below, so that load times are quicker, information is accurate, and it minimizes time you spend reviewing them after the upload.

What we look for in **Revision Requests**:

- 1) **NAMING CONVENTION** - Send in the exact document name as it is named in the system, along with the document package the document is in. This way we can find and edit the correct document the first time.

- **Example: Package:** Intro Letters, **Name:** Buyer Intro Letter

**NOTE:** We cannot change the name of documents that were already loaded in the system if it is one of ours. (preloaded with your company's set up)

- 2) **FORMAT** -

**Auto-populating information** - *Use something like red font or hand mark the form.*

- **Word example:** 123 Hehehe Lane, Adger, AL **PULL ZIPCODE**
- **Hand marked PDF scan:** 123 Hehehe Lane, Adger, AL *Please populate zipcode here*

**Removing information** - *Strikethrough/type what you want removed or mark, then scan.*

- **Word example:** TRANSACTION TYPE: ~~Purchase~~ (Remove this)
- **Hand marked PDF scan:** TRANSACTION TYPE: ~~Purchase~~ *Delete this*

**Inserting new information** - *Highlight info that you want added and describe where on the form you want this info, by sending a scanned form, edited word copy or describing in the body of the e-mail.*

- **Word example:** Please return the MLC by \_\_\_\_\_
- **Hand marked PDF scan:** *Please return the MLC by \_\_\_\_\_*
- **If by e-mail:** Include the verbiage to be added, document name and where specifically we would enter this new info.

**NOTE:** Revision documents that have substantial differences from the version pre-existing in E-Closing, should be submitted following the New Document Best Practices.

- 3) **REVIEW BEFORE SUBMITTING** - As always, for best results please review the forms and ensure all documents follow these best practices before submitting them to [support@e-closing.com](mailto:support@e-closing.com).
- 4) **QUESTIONS ON DOCUMENTS?** - If you have questions or concerns regarding these instructions... we want to help! Please feel free to give us a call at (603) 485-7951. We understand this may take time for you, but relaying your intentions on these forms will help save you time by ensuring the changes you intend are made.