

## PDF Fax Number Explanation

Most of us do not scan documents into a PDF file. That creates a huge file because it creates memory of all the white space on the page as well. Most of us have a PDF fax number like [www.ufax.net](http://www.ufax.net) ([www.mfm.con](http://www.mfm.con) in Cincinnati area). See more info in the prior 2 pages under FAX. You fax everything to your PDF fax number which turns it into a PDF file and emails it to you. It usually cost about \$50 to set up and about \$10 per month for unlimited pages. I only use my fax machine at my home office to send faxes, never receive. I have my PDF fax number on everything; MLS, cards etc, and use it to turn all documents into a PDF file.

The difference is this; when you scan a document your scanner is creating a complete image of the entire page including all the white space. When you fax a page it only creates an image of all the dark images/characters on the page.

The best way to understand it would be to take a blank dark blue (or any dark color paper) and try faxing it. It will take forever because it is faxing every square inch of the page. Now take a blank white page and fax it. It will go very fast because there was nothing for it to duplicate/create an image of.

Example 1) I just faxed myself a 250 page HOA document which created a 6 Meg file that was then emailed to me. I then opened and saved it on my computer in an HOA folder so I never need to collect that document again. When I sell the property (or any other property in that development) and the agent/buyer asks for it I just email it to them. If you had scanned this document to a PDF file it would have become a 50+ Meg file that you could never email (max email size today is 10 Meg or less) and it burns up lots of space on your computer hard drive.

Example 2) I always have the co-op agent fax the offer, property disclosure, lead paint, pre-approval letter etc to my PDF fax number. It then comes to me as a PDF file in my email which I forward to my seller or buyer. I then ask my client to open and print it and call me after they have read it. I then (by phone) go through the contract to tell them where to initial sign date etc and have them fax it back to me. They will find a Kinko's and fax it to me because I am saving them \$\$\$\$. If it is not time critical they will fax it to me from their office the next day. I then forward it to the co-op agent. I don't end up with a fax of a fax of a fax this way and save myself a huge amount of time, gas etc.

Example 3) I now fax every business expense receipt to my PDF fax number and after it emails to me I open and save it in folders on my computer for each vendor. I am more organized now than ever before.

PS: I back up my computer at least once a week on an external hard (I have 2 that I exchange on each back up) and place it in a safety deposit box at my local bank. I bring the other one back to run the next backup.