

Messaging Information

PLEASE FAX COMPLETED FORM TO 1.888.644.4129

FAX ANY ADDITIONAL PAGES IF NEEDED

SPECIALTY ANSWERING	<i>*Please fill out & fax back to 1.888.644.4129 If you have any questions, Please call 1.800.229.6914</i>	Enter Affiliate/ Promotion Code
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Company Name:

Preferred Start Date:	Main Contact Name:
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Web Site Address:	Email address:
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Main Phone Number:	Back Line Number:
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Answerphrase or Voicemail Greeting:

Services You Provide:

Estimate of Monthly Call Volume: <25 25-50 50-75 75-100 100-150 150-200 200-250 300+

Fax or Email Copy of Messages in a.m.? Y / N If yes What Time? List fax # or email address to send a.m. report to below:	Physical Address:
	Billing Address:

Office Hours Time Zone where office is located: Hours of Operation:	Billing Contact & Phone Number: If your acct is past due, may we fax a reminder? Y / N If yes, to what fax number?
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STOP HERE If choosing automated package, no further information is needed

Contact on-call for the following types of messages:	Info Needed on Message Ticket <i>(List all information you need retrieved from caller)</i>
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Contact Procedures: <i>(for situations listed above)</i> <i>If we can't reach on-call in _____ minutes, how should we proceed:</i>	Contact Names and Phone Numbers <i>(For text or alphapagers, please include paging co.)</i>
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Have you used an Answering Service Before? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you need appointment setting? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you need order processing? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you need bilingual operators? <input type="checkbox"/> YES <input type="checkbox"/> NO
*If answered yes to any of the above, you need our Advanced Call Center Package			

**You must have call forwarding on your lines to use our answering service, if you don't have call forwarding, please call your phone company to set it up or we can call your phone company on your behalf to set up the call forwarding service.*