



***Set Up Information:***

<b>Start Date</b>	
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<b>Answer Phrase</b>	

<b>Type of Business</b>	
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<b>Office Hours</b>	
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<b>Lunch Hour</b> (will we be answering for your lunch period?)	
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<b>Mailing Address</b>			
Please use alternate spaces for any satellite locations			

<b>Physical Address and Directions to Office</b> (directions will be to assist your clients who are lost)	
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<b>Fax/ E-mail for invoice to be sent</b>	
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Phone Numbers Forwarded		
Backline (not given out)		

**Personnel:**

<b>Office Contact</b>	
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<b>General Messages</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <input type="checkbox"/> Hold for pick up <input type="checkbox"/> Receive once per day via fax/email <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Voicemail <input type="checkbox"/> Retrieve using web portal
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**General Message Options: (Check the desired options)**

<input type="checkbox"/> Person who message is for	<input type="checkbox"/> Caller's Name	<input type="checkbox"/> Company Name	<input type="checkbox"/> Telephone Number
<input type="checkbox"/> Street Address	<input type="checkbox"/> City	<input type="checkbox"/> State	<input type="checkbox"/> Zip Code
<input type="checkbox"/> Message	<input type="checkbox"/> Other	<input type="checkbox"/> Any of these mandatory? If so, place "M" in the box	

<b>Urgent Messages</b>	<input type="checkbox"/> Text to cell <input type="checkbox"/> Page to back to service <input type="checkbox"/> Page to caller's number <input type="checkbox"/> Alpha page
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**Urgent Message Information: (Check the desired options)**

<input type="checkbox"/> Name of person they wish to speak to	<input type="checkbox"/> Caller's Name	<input type="checkbox"/> Company	<input type="checkbox"/> Telephone #
<input type="checkbox"/> Street Address	<input type="checkbox"/> City	<input type="checkbox"/> State	<input type="checkbox"/> Zip Code
<input type="checkbox"/> Message	<input type="checkbox"/> Nature of call/Emergency	<input type="checkbox"/> Other	<input type="checkbox"/> Any of these mandatory? If so, place "M" in the box

**Delivery Instructions (check the desired option):**

<b>What defines an emergency for your company?</b>
<b>Please Detail The Steps We Should Follow In Order To Deliver A Message [For example: beep Peter First, If No Answer In 15 Minutes Call Residence, Etc. Please Make Sure You Specify How Long We Should Wait Between Each Step (10 Min, #0 Min)]</b>


**Contact Information: (These are the employees you want us to contact)**

<b>Name</b>	<b>Home #</b>	<b>Pager #</b> Alpha or Numeric? Carrier	<b>Cell #</b> Carrier

**Message delivery instructions (Please select one)**

<input type="checkbox"/> <b>Fax All Messages Daily at:</b>
<input type="checkbox"/> <b>Fax messages that were not delivered to you only (i.e. Non-emergencies, office matters)</b>
<b>Any other information you would like to add?</b>
<b>Please Sign And Fax To (910) 509-1850</b>
<b>Name</b>
<b>Date</b>