



People's Choice Answering Service



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540-434-7474

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E-mail: office@peoplesansweringsservice.com
Website: www.peoplesansweringsservice.com

Basic Demographic Information

Authorized Names on Account:

Company Name

Name: _____ Phone: _____

Address

Name: _____ Phone: _____

City, State & Zip

Name: _____ Phone: _____

Billing Address (if different)

Name: _____ Phone: _____

City, State & Zip

Message Requirements: (Anything you would like us to get, aside from name, company name (when applicable), phone number and a brief message of what the call is regarding)

Company Phone Number

Backline Phone Number

Reasons to Contact On Call: _____

Company Fax Number (or e-mail address)

Website

- The Service Can:** () Accept Collect Calls
 () Give out Home Numbers
 () Give out E-mail Address(es)
 () Take Personal Messages for Empl.

Type of Services Requested

- () Operator Answered () Voice Mailbox
 () Daily Faxing/Emailing at (time) _____

Public Image:
 Should we advise we are the answering service?
 () Yes () No () Only if Asked

Answer Phrase: _____

Emergency Call Handling: _____

What goods/services do you provide? _____

Are there any related goods/services that you do not provide that you would like us to be aware of? _____

By default we consider billing calls and appointment confirmations as non-emergencies, is this accurate for your business? () Yes () No

Office Hours: _____

Non-Emergency Call Handling: _____

() Sun () Mon () Tues () Wed () Thurs () Fri () Sat

Emergency Call Procedure:

Who do we call First:_____

If we can't reach this person, how long do we wait before taking another action?:_____

If we cannot reach the first person, is there a back up for emergencies? If So, Who?:_____

If any additional steps are to be taken, discuss when called regarding your account.

It is the responsibility of the customer to provide accurate on call information. Payment is always in advance and due when the statement is received. All past-due accounts, 60 days or older, are subject to having messages held, line(s) disconnected and/or legal action. If legal action is required, reasonable attorney's fees will be assessed. People's Choice Answering Service (and the Telephone Answering Bureau) shall make reasonable efforts to provide continuous, uninterrupted and error free service to the customer, and that our liability to do so shall be limited to one (1) month's refund of the basic fee paid by customer for such services for the period of interrupted or erroneous services. In no event, shall People's Choice Answering Service or the Telephone Answering Bureau be liable to the customer or any other person for any special, incidental or consequential damages of any kind, including without limitation, loss of profits or cost of replacement services. The essential purpose of this provision is to limit People's Choice & the Telephone Answering Bureau's liability arising out of this agreement and/or the provisions of service.

You may void this contract anytime after start of service with no penalties.

Authorized signature/Responsible Party

Date