

:-] INTOUCH Answering Service [-:]
Message Taking Client INFORMATION Form

Please fill-in this form and return it with your deposit and setup. If you need immediate service, call (225) 231-8500 or (800) 916-0996.
You can return this form via fax to (225) 231-8501 or (888) 916-0996. Visit our website at <http://www.intouchcallcenter.net>

Account Number: _____ Forward Calls to: _____
Assigned Date: _____ Salesperson: _____
Where Heard: _____ Programmer: _____

COMPANY INFO

Business Name: _____
Contact Person: _____ Title: _____

Physical Address: _____
City: _____ State: _____ Zip: _____

Mailing Address: _____
City: _____ State: _____ Zip: _____

Business Phone: _____ Alt Business Phone: _____
Business Fax: _____ Alt Business Fax: _____
Business Website: _____
Business E-mail: _____ Alt Business E-mail: _____

PERSONNEL *{attach a separate list of all staff employees if necessary}*

Name: _____ Title: _____
Home: _____ Cell: _____ Other: _____

Name: _____ Title: _____
Home: _____ Cell: _____ Other: _____

Name: _____ Title: _____
Home: _____ Cell: _____ Other: _____

Name: _____ Title: _____
Home: _____ Cell: _____ Other: _____

CALL HANDLING INSTRUCTIONS

Please provide a brief description of your business and attach any necessary additional information.

Office Hours *{days & times}*: _____ Years in Business: _____

Business name to use when answering your calls: _____

Should we accept collect calls? *(please circle one)* NO YES from whom: _____

Please provide specific call handling instructions concerning dispatch, when to call, who to call, etc.

Account Deposit *{refundable}* \$ 100.00 **Account Setup** \$ 40.00

INTOUCH SERVICE LEVEL *{please check the best level for your business}*

_____ **.84c/minute** of phone time with a 1-hr min (\$50.00) each billing period & month-to-month

_____ **.75c/minute** of phone time with a 2-hr min (\$90.00) each billing period & 3-period contract

_____ **.67c/minute** of phone time with a 3-hr min (\$120.00) each billing period & 6-period contract

MESSAGE DELIVERY *{please check all message delivery options wanted}*

_____ **\$5.00/billing period** for E-mail delivery **E-mail:** _____

_____ \$1.00/billing period for additional E-mail address: _____

_____ \$1.00/billing period for additional E-mail address: _____

_____ **\$5.00/billing period** for Text Message delivery **Phone:** _____

_____ \$1.00/billing period for additional Phone: _____

_____ \$1.00/billing period for additional Phone: _____

_____ **\$10.00/billing period** for Fax delivery **Fax Number:** _____

Scheduled Time to send fax: _____

_____ \$2.00/billing period for additional scheduled time: _____

_____ \$2.00/billing period for additional scheduled time: _____

_____ Hold calls for Check-in

Deposit and Setup payment amount \$ _____, rendered by *(please fill in appropriate method)*

CASH Received by: _____

CHECK Number: _____

VISA MC AMEX DISC Number: _____ CVV#: _____ Exp: _____

I, the undersigned, agree to the terms I selected above and will pay all charges accrued each billing period. Terms are net 15. If for any reason I choose to terminate service, I will provide at least a 30-day written notice on company stationery to **INTOUCH CALL CENTER**. I also understand that all changes to our account must be submitted in writing via E-mail or via Fax transmission. I have read the terms of agreement on page 3 of this information form and agree to all terms.

Signature: _____

Title: _____

Printed Name: _____

Date: _____