

Customer Information and Setup Form



Customer Information

Customer Name:

Company Name:

Title:

Company Address:

City, State ZIP:

Primary Email Address:

Contact Phone Number:

Setup Information

Current Internet Provider and Upload Speed:

Do you need a new local number for your main number? If so, what area code do you prefer?

Do you need a toll-free number?

Do you need to port over any numbers? If so, please specify:

Please complete the following information for each user:

Name	Email Address	Need Direct #?	Simultaneous ring or forward to outside number?	Need virtual fax?

Would you like to set up ring groups? If so, please specify name of ring group (i.e. sales, support) and participants.

Do you need a conference extension? If so, please specify rooms (i.e. marketing, sales)

Virtual Receptionist

Business Hours

Greeting can either be pre-recorded or up to 500 characters. Example: "Welcome to Susie's Cupcakes. If you know your party's extension, please dial it now. For new orders, press 1. For existing orders, press 2. For directions and hours, please press 3."

Please type desired greeting here:

Do you need key press assignments or a dial by name directory? (i.e. dial 1 for sales, dial 2 for support, dial 3 for business hours and directions, etc.) If so please detail here:

After Hours

This greeting is the meeting your customers hear when your business is closed. This greeting can either be pre-recorded or up to 500 characters.

Please type desired greeting here:

Do you need key press assignments or a dial by name directory? (i.e. dial 1 for sales, dial 2 for support, dial 3 for business hours and directions, etc.) If so please detail here:

Business Hours Setup: Monday to Friday:

Saturday:

Sunday:

Other system requirements: