

Virtual Reception

Service Information & Order Form

This form gives Messagemail the basic instructions to start your service and confirms your request for service. Your account manager will contact you upon receipt to clarify any outstanding points and discuss your requirements in more detail.

1. Live Telephone Answering

Monthly Cost of Service

Please select one of the following:

- Live telephone answering in your Company Name (office hours) £32.50
Live telephone answering in your Company Name (24hrs/365 days) £75.00
Itemised call reporting £2.50

2. Your Company information

Company Name	<input type="text"/>	Telephone	<input type="text"/>
Main Contact	<input type="text"/>	Fax	<input type="text"/>
URL	<input type="text"/>	Mobile	<input type="text"/>
Email Address	<input type="text"/>	Industry	<input type="text"/>
Address	<input type="text"/>		

3. Greeting

How would you like your telephone calls answered? The default greeting is "Good [morning/afternoon], [Company name]"

- Use Default greeting
 Use other greeting

Enter preferred greeting here

4. List Of All Partners & Employees

Name	Direct Dial	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Email	
<input type="text"/>	<input type="text"/>	

Attempt call transfer to:

- Direct Dial
 Email Once Daily
 Both

Send message by:

- Email
 SMS
 Both

Person uncontactable:

- Out of office
 Off-site
 In a meeting
 With clients
-

Signature:

I have read the Terms and Conditions. Please start the service on:

How did you find out about Messagemail?

Recommendation

MSN

Other search engine

Google

AOL

Yellow pages

Yahoo

Yell

7. Please provide a description of your companies' activities/FAQ's etc.

8. Notes

Please use this section to add any further employees or address details. Any special requirements you may have should be listed here:

Once you have filled in your details, please send the form via fax or post and we will contact you to confirm receipt

Messagemail

78 York Street, London. W1H 1DP

UK Tel: 0800 376 0044

UK Fax: 020 7692 6789

INTL Tel: +44 20 7692 6789

INTL Fax: +44 20 7692 6692

Appendix A - List Of All Partners & Employees (Photocopy As Necessary)

Name	Direct Dial	Mobile
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Position	Email	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Attempt call transfer to:	Send message by:	Person uncontactable:
<input type="checkbox"/> Direct Dial <input type="checkbox"/> Email Once Daily <input type="checkbox"/> Both	<input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Both	<input type="checkbox"/> Out of office <input type="checkbox"/> Off-site <input type="checkbox"/> In a meeting <input type="checkbox"/> With clients

Name	Direct Dial	Mobile
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Position	Email	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Attempt call transfer to:	Send message by:	Person uncontactable:
<input type="checkbox"/> Direct Dial <input type="checkbox"/> Email Once Daily <input type="checkbox"/> Both	<input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Both	<input type="checkbox"/> Out of office <input type="checkbox"/> Off-site <input type="checkbox"/> In a meeting <input type="checkbox"/> With clients

Name	Direct Dial	Mobile
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Position	Email	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Attempt call transfer to:	Send message by:	Person uncontactable:
<input type="checkbox"/> Direct Dial <input type="checkbox"/> Email Once Daily <input type="checkbox"/> Both	<input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Both	<input type="checkbox"/> Out of office <input type="checkbox"/> Off-site <input type="checkbox"/> In a meeting <input type="checkbox"/> With clients

Name	Direct Dial	Mobile
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Position	Email	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Attempt call transfer to:	Send message by:	Person uncontactable:
<input type="checkbox"/> Direct Dial <input type="checkbox"/> Email Once Daily <input type="checkbox"/> Both	<input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Both	<input type="checkbox"/> Out of office <input type="checkbox"/> Off-site <input type="checkbox"/> In a meeting <input type="checkbox"/> With clients
