

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
 Mobile
 Both

Send message by:

- Email
 SMS
 Both

Person uncontactable:

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