Service Agreement

"Your Professional Image is Our Business"

LIVEANSWER RECEPTIONIST.COM

Package Includes

- Live Receptionist Call Handling
- Custom Call Tree
- One Voicemail box (extension)
- Phones covered 9am-5pm EST Monday-Friday
- Up to 100 Inbound Calls involving the Receptionist
- Unlimited talk time (talk as long as you'd like after a call is transferred)
- Month-to-month agreement

Call 888.404.9634

LIVEANSWERRECEPTIONIST.COM

Please fax completed forms to

Fax 877.294.8872

Office Use

Agreement Date _____

PC _____

IC _____

DID _____

Live Receptionist Package Only $125.00

Print Form

Setup Fee	Monthly Fee
$149.00	$125.00

Premium Add-on Services

	Quantity	Monthly Fee
Additional People – 1 (one) Individual Call Management per person ($15.00)		
Additional Voicemail – 1 (one) additional voicemail box ($15.00)		
Additional Toll-Free or Local Number – Number may be published or forwarded ($20.00)		
Extra Inbound Calls – 25 Additional inbound calls involving your Live Answer Receptionist ($25.00)		
Calendaring and Scheduling – A dedicated Live Answer Receptionist will be responsible for maintaining a personal calendar ($50.00)		
Virtual Receptionist (Stand Alone Service) – Custom Call Tree, Call Routing, One Voicemail, Multi-line capabilities ($50.00)		
	Monthly Fee	
	Partial Month	
	One Time Setup Fee	149.00
	1st Month Fee, Setup + Taxes	
	Paid Through	

Subscriber Information

Contact Name _____

Business Name _____

Address _____

Suite_____ City _____

State _____ Zip_____

Primary Phone _____ Fax _____

Alternate Phone _____

Email Address _____