Call 888.404.9634
LiveAnswerReceptionist.com
Please fax completed forms to
Fax 877.294.8872

"Your Professional Image is Our Business"

LiveAnswer Receptionist.com

Make additional copies of this page for each employee Live Answer Receptionist will be answering calls for.

Telephone Call Instructions for _____ ⟵ Name

When a call comes in for me (check all that apply):

☐ a. Always try to reach me before taking a message.

Phone No. 1 _____

Phone No. 2 _____

Phone No. 3 _____

☐ b. Always take a written message (or voicemail).

☐ c. Time or meeting specific message/voicemail

Complete Phone Numbers for Answer a.

Message Instructions_____ ⟵ Name

When you are unavailable to take your calls (Check each that apply):

☐ a. Take a manual Message

Send messages to (check one):

Email ☐ SMS ☐

☐ b. When the caller requests to be transferred to voicemail.

Notify me by (check all that apply):

☐ Email ☐ SMS Who is your Cellphone Service Provider?_____

☐ Voice Notification