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

"Your Professional Image is Our Business"

LiveAnswer Receptionist.com

OPTIONAL CALL MANAGEMENT INSTRUCTIONS

Directions to your location (if needed). Please include landmarks, color of building, etc:

_____

_____

_____

Please list the Five Most Commonly Asked Questions and Answers that your callers may need:

_____

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Is there a leading question that your Live Answer Receptionist can ask your caller that would assist in handling your calls? (Example: What is the call in reference to?")

_____

_____

How would you like your Live Answer Receptionist to handle calls from Wholesalers or Solicitation calls?

_____

Are there any times during business hours that you are generally unavailable to receive calls? (Example: Travel days, meetings, vacations)

_____

Is there a time of day that you would like us to tell your callers that they can expect to receive a return call from you or your company? (Example: You return all calls after 2pm)

_____

Please provide any additional information that you feel is important for your Live Answer Receptionist to better assist you.

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Disclaimer: In Signing you acknowledge that You have read and agreed to the LiveAnswerReceptionist Standard Terms and Conditions (LiveAnswerReceptionist.com/tandc.pdf)

Printed Name:_____

Subscriber Signature _____Date:_____