



All Source Professionals, Inc.

ANSWERING SERVICES

Your Complete Answering Service Solution!!

Fax completed form to 800-609-0965

****For Answering Service Representative Only****

Package Plan _____	Date Submitted: _____
Account Number _____	Toll Free Number: _____

Company or Business Name _____ Fed ID# _____

Service Contact Name _____ Phone Number _____

Address _____

City _____ State _____ Zip Code _____

Billing Address (if different) _____

Type of Business or Profession _____

Office Hours _____

Fax _____ Email _____

Staff Name's	Pager #	Home #	Cell #

Telephone Number(s) to be answered _____

Call Instructions that will help your telephone operator answer your call appropriately.

The Guidelines below will help your telephone operator handle your call more effectively.
Note** Please check the ones that may apply and that you prefer**

Answer the phone by saying: _____

What will the operator say after answering the call in response to someone asking to speak with an individual?

- He/She is not available. May I ask who is calling?
- The office is closed at the moment. May I ask who is calling?
- Ask if the call is an emergency. If caller states it is an emergency take a message and relay the call. If caller states it is not an emergency advise caller to call back during normal office hours or take a message for delivery if during business hours.

What information would you like the operator to obtain from the caller?

_____ Name _____ Number _____ Company _____ Address or Other: _____

May we give out phone numbers? Yes ___ No ___ Only when instructed _____

May we give out the website address? Yes ___ No ___ Only when instructed _____

May we give out the email address? Yes ___ No ___ Only when instructed _____

Other: _____

Messages delivered should be handled in the following way: (check one)

_____ Call directly with all messages (number(s): _____)

_____ Call with emergencies or long distance calls, otherwise _____ all messages.

_____ Do not relay our messages, hold all calls, office will call in to pick up.

_____ Email Messages to _____

_____ Fax Messages to _____

Authorized Signature

Date