

All Cape and Islands Answering Service

41 Pine Cone Drive

Donna M. Summers

W. Yarmouth, MA 02673

Est. 1955

Terri M. Edwards

P.O. Box 457

(508) 775-3130 ~ Fax (508) 775-4834

www.Allcapeandislandsansweringsservice.com

NEW CLIENT ACCOUNT INFORMATION

Account Number _____

Today's Date: _____ HY TAS Rep: _____

Date SVC to be Effective: _____ Date Service D/C: _____

Answering Service Hours: _____

Monthly Billing Rate: _____

TYPES OF LINES AND CONNECTIONS

Business: _____ Residential: _____ Hardwire: _____

Block and Pair: _____ Call Forward: _____ Call Forward Number: _____

Telephone Number to be connected: _____

Additional Office Numbers: _____

Name of Owner/Principal: _____

Home Number: _____ Pager Number: _____

Cellular Number: _____ Spouse's Name: _____

Office / Company Contact: _____ Home Number: _____

Name of Company: _____

Federal Tax Id Number: _____

Physical Address: _____

Mailing Address: _____

PRODUCT OR SERVICE COMPANY OFFERS / PROVIDES

Answering Service Answer Phrase: _____

Office Business Hours: _____

Inner / Private / Back up Number: _____

Fax Machine Number: _____

OFFICE STAFF (TITLE AND HOME NUMBERS)

1 _____