



*All American Tele-Services*

*Connecting the World - Virtually*

866.923.1872  
Fax (800) 327-0029

**Account Information:**

Billing Name \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone # \_\_\_\_\_ Private Phone# \_\_\_\_\_ Fax \_\_\_\_\_

Contact Name: \_\_\_\_\_

Office Staff: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Hours \_\_\_\_\_

Do you want your messages faxed or e-mailed in the morning? fax  e-mail

E-mail address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please provide a brief description of your business \_\_\_\_\_

### Operator Message Procedures

What phrase would you like us to use when answering? \_\_\_\_\_

Will we be dispatching all calls or just emergencies? \_\_\_\_\_

Please list all calls you would consider to qualify as an emergency/urgent message needing your immediate attention:


Please define your dispatch procedures. This would include the steps our agents will take when contacting you. Please list in order of how you want them reached.

#### ‘ON CALL LIST’

Name	Pager/Cell/Home/Other	Phone #

Please indicate any additional information you would like us to get from your callers our Standard “Message Ticket” includes - For: - From: - Area/Tel: - Msg. \_\_\_\_\_

**If you wish to take advantage of “Auto Pay” simply fill out Credit Card Information:**

MasterCard       Visa       American Express       Discover

Card # \_\_\_\_\_ Exp date: \_\_\_\_\_ Back Panel # \_\_\_\_\_

Name on Card \_\_\_\_\_

Your charge card will be billed at the end of each month.

Rate Plan: \_\_\_\_\_

Account # \_\_\_\_\_

\_\_\_\_\_

C/F # \_\_\_\_\_