# Customer Information

*How would you like your phone answered?*

*How will you retrieve your messages?*

If you do not see the option you are looking for, please ask. We try to personalize our service to fit your needs.

-----Email messages to: as they come in or @

-----Text messages to: # cell carrier:

\_\_\_Patch calls to: # or can attached list or details

-----Call your cell, home, office, or voice mail, with all your calls or only urgent calls?

-----Fax messages if so what time or times: .

-----Pager delivery needed: I need a pager, or I have a pager (circle one) Pager # .

-----Entering information into software or website (please provide details below)

*Will we be giving out information or handing frequently ask question?* (attach info sheet)

----- Yes ----- No

Important Numbers: (attach, email or fax a list if multiple numbers or addresses will be needed)

Cell # Home #

## Fax # Other #’s

Web site address:

Email address:

Software link:

Password:

Special Instructions:

##### **Please email to allwaysvt@gmail.com or fax 802-229-2886 an on-call schedule, employee list, pager numbers, cellular numbers, additional information, frequently asked questions, list of emergencies and/or instructions.**

Address: 138 Main Street, Montpelier, VT 05602 Website: [www.allwaysanswering.com](http://www.allwaysanswering.com)**,**  email: [allwaysvt@gmail.com](mailto:allwaysvt@gmail.com), Phone 802-229-4401 Fax 802-229-2886