



Return via fax or email to:
 Fax: 319-393-1776
 Email: chris@iaanswer.com

CLIENT INFORMATION

Business Name	
Business Trade	
Office Address	
Mailing Address (if different)	
Office Phone	
Office Fax	
Office E-mail	
Name of Bank	

Hours:
 Mon-Fri: _____
 Weekends: _____
 Lunch Schedule: _____

CONTACT INFORMATION

Employee/Contact Name	Cell Phone	Home Phone	Other

Order of Contact:
 (your preference, ie: 1st, 2nd, 3rd)
 Cell: _____
 Home: _____
 Other: _____

ACCOUNT SPECIFICS

What answer phrase should we use?							
What Phone #'s will get forwarded?							
What time do you want messages sent?							
Which days do you need messages sent?	Mon ___	Tue ___	Wed ___	Thr ___	Fri ___	Sat ___	Sun ___
How do you want messages sent?	Fax ___		Email ___		Both ___		
Where should we send messages?	Fax #:			Email:			
Email address to use for invoices							
Billing Contact Person						Phone:	
Credit Card Info (check one)	___ MC/Visa	___ Discover	___ Amex	___ None			

INFORMATION TO GET FROM CALLERS

All messages will be time/date stamped and indicate what was done (ie: "faxed", "emailed" or to whom it was given)

Standard caller info taken includes	To:	From:	Phone:	Regarding:
Do you need additional info taken?	Yes ___		No ___	
What other info do you need?				

ADDITIONAL COMMENTS

Please feel free to attach additional pages with more information if necessary