

## Ready RECEPTIONIST SERVICE AGREEMENT

Fill out this form and fax to 312-396-4011. If you have any questions, please call us at 312-646-7400.

### 1 TELEPHONE CALL INSTRUCTIONS

- Please answer my calls in the following company name \_\_\_\_\_
- When a call comes in for me (circle one):
  - Take a message
  - Always try to reach me before taking a message at the following numbers  
Phone 1: \_\_\_\_\_  
Phone 2: \_\_\_\_\_  
Phone 3: \_\_\_\_\_
- Deliver my messages via the following method:
  - Send to my email: \_\_\_\_\_
  - Text me at: \_\_\_\_\_
  - Have the system call my phone to relay the message
  - I will call in to retrieve my messages

### 2 CLIENT INFORMATION

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Other Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Web Site: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Type of Business: \_\_\_\_\_

### 3 CLIENTS' BUSINESS DETAILS

Please give a general description of your business, or attach a company brochure. Please circle all items you authorize Ready Receptionist to share with callers. If Ready Receptionist will be receiving calls for more than one individual, please fill out a separate "Individual Details" sheet for each person.

\_\_\_\_\_  
SIGNATURE

I understand that service charges may be incurred in relation to Ready Receptionist Service which will be payable at the beginning of each month and I apply for Ready Receptionist Service subject to the Ready Receptionist Terms and Conditions of Service. I am authorized to sign this Agreement on behalf of the client.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### 4 PAYMENT INFORMATION (To be filled out by Ready

Receptionist)  
Sign-Up Fee \$125.00  
Base Monthly Fee: \_\_\_\_\_  
Included Receptionist Minutes: \_\_\_\_\_  
Receptionist Overage Rate (Per Minute): \_\_\_\_\_  
Additional Monthly Fees: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Initial Payment: \_\_\_\_\_

### 5 METHOD OF PAYMENT

Credit Card: \_\_\_\_\_  
Card No.: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_  
Security code number: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_  
Signature: \_\_\_\_\_  
Card Holder: \_\_\_\_\_  
Invoice Address: \_\_\_\_\_  
City State Zip: \_\_\_\_\_

I hereby authorize Ready Receptionist to debit my credit card for all sums arising out of this Agreement. I am an authorized signor on the above credit card.

\_\_\_\_\_  
SIGNATURE / DATE

### PRICING

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Option 1: \$189 per Month</b>                 | <input type="checkbox"/> <b>Option 2: \$319 per Month</b>                 |
| • 100 Receptionist Minutes  | • 200 Receptionist Minutes  |
| • Unlimited Talktime  | • Unlimited Talktime  |
| • 1 Voicemail box with new message notification via email or phone call   | • 3 Voicemail boxes with new message notification via email or phone call |
| <input type="checkbox"/> <b>Option 3: \$599 per Month</b>                 | <input type="checkbox"/> <b>Option 4: \$999 per Month</b>                 |
| • 400 Receptionist Minutes  | • 800 Receptionist Minutes  |
| • Unlimited Talktime  | • Unlimited Talktime  |
| • 3 Voicemail boxes with new message notification via email or phone call | • 9 Voicemail boxes with new message notification via email or phone call |

**Larger office environments may require a customized package to fit your needs.**

**There is a one time set up fee of \$125.**