

## Virtual Telephone Answering Service Sign Up Form

Please complete form and either fax to 604-971-0209 or scan to [info@simplyoffice.ca](mailto:info@simplyoffice.ca)

### COMPANY INFORMATION:

Company Name:	
Current Address:	
Business Type:	
Website Address:	Email Address:
Telephone Number:	Fax Number:

### VIRTUAL TENANT INFORMATION:

Full Name:	Email Address:
Telephone Number:	Cell Number:
Full Name:	Email Address:
Telephone Number:	Cell Number:

### TELEPHONE INSTRUCTIONS:

Instructions for telephone greeting:	
All calls announced? Yes <input type="checkbox"/> No <input type="checkbox"/>	
When unavailable – Forward to voicemail <input type="checkbox"/> Email message <input type="checkbox"/> Forward to other number <input type="checkbox"/> State Email address or other number:	
After hours, all incoming calls forwarded to: Voicemail <input type="checkbox"/> Call forwarded to specific number <input type="checkbox"/> State other number:	
Voicemail Message - Standard <input type="checkbox"/> Create your own <input type="checkbox"/> State if you would like us to record a specific voicemail message and what that message should be:	
_____ Signature	_____ Date