

All Cape and Islands Answering Service
41 Pine Cone Drive
W. Yarmouth, MA 02673
P.O. Box 457
(508) 775-3130 ~ Fax (508) 775-4834
Allcapeanswering@comcast.net

Donna M. Summers
Timothy J. Summers

Est. 1955

Date: _____

OFFICE USE ONLY:

Account Number: _____

Monthly Billing Rate/Code: _____

Call Forwarding Number: _____

Date Service Cancelled: _____

OWNER/PRINCIPAL INFORMATION:

First & Last Name: _____

Home Number: _____

Cell Phone Number: _____

Personal Email: _____

Personal Fax: _____

Pager Number: _____

Spouse's Name: _____

Spouse's Number: _____

COMPANY INFORMATION:

Company Name: _____

Office Hours: _____

Lunch Hour(s): _____

Main Office Number: _____

Back-up/Private/Inside Line: _____

Fax Number(s): _____

Office E-mail(s): _____

Website: _____

Physical Address: _____

Mailing Address: _____

Federal Tax I.D. Number: _____

Office/Company Contact: _____

Desired Answer Phrase: _____

Accept Collect Calls?: YES / NO

In the event of an office related emergency: _____

Special information to obtain from the callers? (Name, number, regarding, etc.):

OFFICE STAFF CONTACT INFORMATION:

1.) Name: _____

Title: _____

Cell: _____

Home: _____

Pager: _____

Email: _____

2.) Name: _____

Title: _____

Cell: _____

Home: _____

Pager: _____

Email: _____

3.) Name: _____

Title: _____

Cell: _____

Home: _____

Pager: _____

Email: _____

(If more staff, please attach additional information, thank you)

ON-CALL STAFF CONTACT INFORMATION:

1.) Name: _____

Title: _____

Cell: _____

Home: _____

Pager: _____

Email: _____

2.) Name: _____

Title: _____

Cell: _____

Home: _____

Pager: _____

Email: _____

3.) Name: _____

Title: _____

Cell: _____

Home: _____

Pager: _____

Email: _____

(If more staff, please attach additional information, thank you)