Company preferences
Let us make your life easy

Business Information

Company name

Advertised address

Website   **Email**

Advertised telephone   **Advertised fax**

What does your business do?
A brief description of how you would like us to explain your business to your callers

Who are your major clients?

How do you take your tea / coffee?
For us to serve you professionally in your meetings

Special events in next 6 months:

Date   /   Event

Date   /   Event

Special instructions:
How to handle visitors without appointments or specific working requirements.

Birthdays:
So that we can celebrate with you!

Name   **Date**   /

Name   **Date**   /

My Address

Mail and courier arrival nomination

Name of person to be notified

Contact details

☐ Please leave a complimentary voicemail message on my Servcorp voicemail.

☐ Please call on my mobile (call cost applies*)

☐ Please send me a complimentary notification email.

COMPANY HEADQUARTERS

Mail and courier redirection

Please note that a handling fee* plus postage applies should you not provide self-addressed stamped for mail redirection.

Address for redirection

Please select the days of the week on which you would like your mail sent

☐ Saturday   ☐ Sunday   ☐ Monday   ☐ Tuesday   ☐ Wednesday

Please forward by way of

☐ Express Post   ☐ Courier   ☐ Standard Post

My Communications

How would you like your calls answered?

Example: "Good morning and welcome to Smart Company, this is Jane speaking."

Corporate team member and call handling options

Please specify a phone number where you require your calls to be immediately transferred (mobile phone, home or office). Three diversions are included complimentary in your package, fourth and each additional number will incur an additional charge per month plus calls*

Contact one

Name   Position

Number   Email

☐ Transfer my calls to the number above (call charges only apply*)   ☐ Receptionist to take a message and SMS (message cost applies*)

☐ Offer the caller my personalised voicemail to leave a message (included)   ☐ Receptionist to take a detailed message and email (message cost applies)*

Contact two

Name   Position

Number   Email

☐ Transfer my calls to the number above (call charges only apply*)   ☐   Receptionist to take a message and SMS (message cost applies*)

☐ Offer the caller my personalised voicemail to leave a message (included)   ☐   Receptionist to take a detailed message and email (message cost applies)*

Contact three

Name   Position

Number   Email

☐ Transfer my calls to the number above (call charges only apply*)   ☐   Receptionist to take a message and SMS (message cost applies*)

☐ Offer the caller my personalised voicemail to leave a message (included)   ☐   Receptionist to take a detailed message and email (message cost applies)*

Voicemail notification – receiving your messages automatically

Please select from one of the two options below for automatic voicemail delivery:

Option 1

☐ Voicemail to Email (a small monthly fee applies*)

Email address

Option 2

☐ Voicemail to mobile (call charges only apply*)

Phone number

Days

Times per day

We would suggest 3 times per day, e.g. 10am, 1pm, 4pm depending on your business requirements.

Please note: if you are travelling interstate/overseas or going on holiday and do not wish your calls to follow you need to inform us in writing. (Programming charges may apply)*.

Option 3

☐ Voicemail to SMS (a small monthly fee applies*)

Mobile phone number

Telephone directory listing

We can arrange for your company details to be registered in the local Telephone Directory printed and online directory and Telephone Directory Assistance. For more information please select:

☐ Yes ☐ No

Signature:

Date:

*For a full list of pricing, please contact your Company Headquarters team.

Send your completed form back to the Company Headquarters team to ensure your references are setup.