



# Data Form

Account #: \_\_\_\_\_

Save form to computer and email back to: [info@prestigeanswer.com](mailto:info@prestigeanswer.com)

## YOUR BUSINESS

Business Name: \_\_\_\_\_ Main Contact: \_\_\_\_\_

Business Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Okay to share address with callers?  Yes  No Type of Business (brief description): \_\_\_\_\_

Business Phone: \_\_\_\_\_ 2nd Phone Line: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Office Hours/Days Open: \_\_\_\_\_

Operator calls are answered with "Your Company Name" or add your preferred answer here: \_\_\_\_\_

## YOUR BUSINESS STAFF

List anyone we will be contacting with your business messages. Use Call Order column If staff cannot be reached and we are to continue calling other staff. If on-call staff rotates select R for rotates. On-call Schedules can be entered online. Remember to check type of contact phone # below.

Name	Title	Preferred Contact #		Secondary Contact # (if applicable)		Call Order
		<input type="checkbox"/> Cell	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Home	
_____	_____	<input type="checkbox"/> Cell	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Home	_____
_____	_____	<input type="checkbox"/> Cell	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Home	_____
_____	_____	<input type="checkbox"/> Cell	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Home	_____
_____	_____	<input type="checkbox"/> Cell	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Home	_____
_____	_____	<input type="checkbox"/> Cell	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Home	_____

## MESSAGE INSTRUCTIONS

Info collected from caller: We routinely ask for: Name, phone, reason for call. Any other info needed?

Any special message handling instructions for calls or emergencies, enter details here.

If there are additional instructions or information you wish us to have, feel free to add an additional page.