

P.O. BOX 3130 YUBA CITY, CA 95992 P 530-671-8600 F 530-671-4120

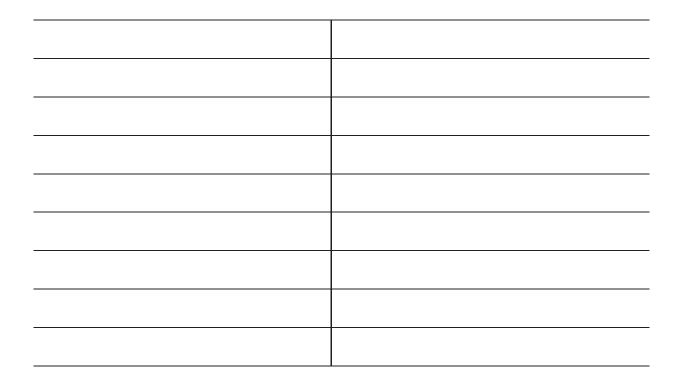
CLIENT INFORMATION:	DATE:
COMPANY NAME:	
ADDRESS:	
CITY/ZIP:	
COMPANY PHONE#:	
SECONDARY/PRIVATE PHONE#:	
OFFICE HOURS/LUNCH:	
ACCEPT COLLECT CALLS? YES / NO	
CLIENT ANSWER PHRASE:	
CLIENT'S GENERAL ANSWERING INSTRUCTIONS:	

HOW WILL GENERAL OFFICE MESSAGES BE RELAYED? (VERBAL, EMAIL, FAX, SMS,)

TIME OF DAY TO RELAY MESSAGES:_____

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CLIENT PHONE LIST IN ORDER OF CONTACT PRIORITY: (PLEASE INCLUDE PAGERS, CELL PHONES, HOME, ETC.)



ADDITIONAL INSTRUCTIONS (EMERGENCY AFTER HOURS):

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