



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: _____
