



CLIENT BUSINESS DETAILS

Please give a general description of your business, or attach a product brochure.

If RIA will be receiving calls for more than one individual, please fill out the following information:

Name	Contact Detail	How to notify you
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Are we authorised to provide your contact detail to callers? Yes No

What is your Office address if differs from our address.

What is your bank account detail, if your callers requires.

Do you require us to take booking for you? Yes No

If yes please provide us a schedule of your availability

Are we allowed to provide discount for any pre sales call we are making? Yes No

Please provide detail.

What is the Company name we should use when we answer your calls:

Would you like RIA to provide driving instruction to your place?

Yes No

If yes, please provide a detailed map and instruction with landmarks as well.

How would you like us to send the messages from your caller to you :

SMS Email

How often: Immediately upon ending the call

End of the Day

Twice a day

If you wish to take up the Email Solution that comes free with the plan, please provide us the domain name.

If you wish to take up the one page web designing service that comes free with this plan, please provide us:

01 Short Text about yourself and your Company

02 List of Main Product

03 Contact Detail

If you wish to have a more complete website, kindly contact us for a quotation.

S.2.10, 343 Little Collins Street,
MELBOURNE 3000,
Victoria, Australia

phone no
03 9005 1990

website
receptionist.net.au

email
cs@receptionist.net.au