

Telephone Instruction Form

A-1 / N.R.I. ANSWERING SERVICE

a division of RJM Enterprises, Inc.



DRX

CHANGE

Subscribers are requested to give as much detailed information as possible. This provides the service with the necessary information to service your calls efficiently.

DOCTOR'S NAME & OFFICE ADDRESS

TELEPHONE NO.: _____
BACKLINE NO.: _____
FAX.: _____
PAGER NO./TYPE: _____

WHAT TIME DOES DOCTOR WANT CALLS AT RESIDENCE?
WHAT TIME DOES THE ON-CALL COVERAGE CHANGE?
HOW DO YOU WANT YOUR CONSULTS HANDLED IN THE A.M.?

HOME PHONE: _____
CELL PHONE: _____
PROVIDER: _____
MAY WE REFER NUMBER TO: _____ DOCTORS OR HOSPITALS

DO YOU DO REFILLS AFTER HOURS?

DOCTOR SPECIALIZES IN?

OFFICE HOURS:	MON	TUE	WED	THUR	FRI	SAT	SUN
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OFFICE HOURS BY APPOINTMENT? _____ YES _____ NO
IF YES: _____ TAKE MESSAGE
_____ HAVE PATIENT CALL BACK

DOCTOR'S USUAL LUNCH HOUR:
WHERE CAN DOCTOR BE REACHED DURING LUNCH?

MESSAGE DISPATCH _____ SECRETARY WILL CALL IN _____ CALL DOCTOR'S RESIDENCE
_____ PAGE ALL CALLS _____ PAGE EMERGENCIES ONLY _____

ANSWER PHRASE YOU WOULD LIKE US TO USE:

DOCTORS WHO MAY COVER FOR YOU	TELEPHONE

SECRETARY(S)	HOME PHONE

SPECIAL INFORMATION TO BE SECURED BY CALLER AND ANY ADDITIONAL REMARKS:

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

SPECIAL INFORMATION (CONTINUED):

Empty table with 10 rows for special information.

We hereby subscribe to your telephone answering service for a period of not less than 30 days. This contract will automatically renew itself in 30 day increments upon expiration. It is also understood that cancellation of service is required in writing, one month before expiration, stating reason for termination of service. Subscribers are billed one month in advance (with a late charge added to accounts thirty [30] days past due).

The answering service can retrieve messages for up to 90 days.

In the event client should terminate service, all legal fees incurred by A-1/N.R.I. answering service in it's effort to collect monies owed will be the responsibility of the client.

The Answering Service shall not be liable for any acts, errors, or omissions by it or its employees or agents, except for conduct which is adjudicated to be grossly negligent or intentional. The Answering Service's entire liability to the Client as to damages for, based upon, or in connection with, either directly or indirectly, TA Services provided or which should have been provided by the Answering Service to or on behalf of the Client shall not exceed the fees and costs payable by the client to the Answering Service for the payment period in which the conduct giving rise to the claim took place.6 Notwithstanding the above, in no event shall the Answering Service or its employees or agents be liable to the Client for (a) any incidental or consequential damages, including, but not limited to, any lost profits or revenues arising either directly or indirectly from the performance, or failure to perform, any TA Services; (b) any punitive, exemplary, or multiplied damages; (c) any damages for, based upon, or arising out of any natural disasters, weather conditions, civil disturbances, material shortages, electronic or mechanical failures, or problems with or the interruption of telephone service.

\$ _____ / MONTH FOR FIRST _____ CALLS

OVERCALLS \$ _____ PATCH/TRACE \$ _____

Print Name: _____ Position: _____

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE (OFFICE USE ONLY)

Date Sent: _____ Returned by: _____ Account#: _____ C/F#: _____