

Telephone Instruction Form

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

a division of RJM Enterprises, Inc.



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

COMPANY NAME & ADDRESS

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

TYPE OF BUSINESS? _____

COLLECT CALLS? _____ YES _____ NO

BUSINESS HOURS:	MON	TUE	WED	THUR	FRI	SAT	SUN
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MESSAGE DISPATCH _____	CUSTOMER WILL CALL IN _____	CALL CUSTOMER RESIDENCE _____
PAGE ALL CALLS _____	PAGE EMERGENCIES ONLY _____	_____

ANSWER PHRASE YOU WOULD LIKE US TO USE:

OWNER'S & KEY EMPLOYEES NAMES	HOME ADDRESS	TELEPHONE

MAY WE REFER HOME TELEPHONE AND/OR BEEPER? _____
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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#: _____