

# RED BANK CALL CENTER

PHONE# 732-747-0400 FAX# 732-747-9106  
MANAGERS@REDBANKCALLCENTER.COM

## Client Intake Request Form

Please complete, sign and return documents via fax.

Account Name:	
Address:	
City, State, Zip:	
Office Phone #	
Fax Phone #	
Manager/ Primary Contact and phone number	
Account Holder Email Address	

The following information provided will be used for communication between Red Bank Call Center and the person(s) associated to the client account as indicated below. I acknowledge that any changes occurring to this business that may impact the level of service that the call center provides; I will communicate the changes to the answering service. Changes include phone numbers, hours of operations, on-call scheduling or staffing changes, email addresses, services provided, contact instructions, cellular devices (for messaging), etc...

Account Holder Signature:		Date:	
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Please print below and indicate the type of business and services you provide to your customers and any additional details necessary for our staff to successfully support your company.

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Please list any **additional** locations, addresses, Primary, Private and Fax numbers for your office(s).

SITE	ADDRESS	PHONE	FAX

Are you interested in using the answering service during your office lunch hours? \_\_\_\_\_  
 If yes, would you like to have a separate special lunchtime greeting? \_\_\_\_\_

Hours of Operation:

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
SIGN IN							
LUNCH OUT							
LUNCH IN							
SIGN OUT							

Please list the on-call staff for your business below along with two different contact methods. If no response on the primary after two attempts, we will use the required secondary contact information.

NAME	PRIMARY CONTACT METHOD	DEVICE TYPE	PHONE NUMBER	SECONDARY CONTACT METHOD	PHONE NUMBER
Ex: John Doe	text cell	iPhone	732-555-1111	call home #	732-845-1234

Please list the additional facilities or offices the staff maybe reached in an emergency.

NAME	CONTACT INFORMATION	SECONDARY CONTACT INFORMATION

If you have an office alarm, please indicate the steps you would like our staff to follow if we receive a call from your alarm company: (example: Call Carol Smith first at 732-867-5309)

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