

NAME: \_\_\_\_\_ Phone #: \_\_\_\_\_ EXT #: \_\_\_\_\_

<b>OPTIONAL PHONE FEATURES:</b>	
<b>HOW WOULD YOU LIKE THE FLOW OF NEW INCOMING CALLS TO BE ROUTED?</b>	
<b>1) Directly to Extension</b>	<b>2) Receptionist Answer</b>
<b>Caller I.D. Notification (\$5/month)</b> ❖ Receive an eMail notification with caller identification information of any call – whether received or missed.	<i>Please specify eMail address:</i>
<b>Find Me/Follow Me – Simultaneously (\$5/ month)</b> ❖ Have the ability to ring all your phones at the same time.	<i>Please specify Phone #:</i>
<b>Find Me/Follow Me – Sequential (\$5/month)</b> ❖ Have the ability to set the number of rings for each phone to ring before transferring the incoming call to the next phone call.	<i>Please specify Phone #:</i>
<b>Unique Caller I.D. (\$5/month)</b> ❖ Have the ability to have a customized phone number as your caller I.D. when placing outgoing calls.	<i>Please specify the Customized Phone #:</i>
<b>Voicemail Transcription to Text or eMail (\$10/month)</b> ❖ Have the ability to receive either a text message or eMail with the voicemail message transcribed as readable text or receive both options.	<i>Please specify Phone #:</i>
	<i>Please specify eMail address here:</i>
<b>Call Screening (\$5/month)</b> ❖ Have the ability to know who is calling before answering by having incoming callers announce their name.	
<b>Customizable Music or Advertisement on Hold (\$5/month)</b> ❖ Have the ability to customize the music or advertisement your callers will hear while on hold.	
<b>Customizable Music or Advertisement on Ring (\$5/month)</b> ❖ Have the ability to customize the music or advertisement your callers will hear instead of the standard ring sound.	
<b>Virtual PBX (\$45/month)</b> ❖ Have the ability to record a customized automated message for callers. Only one phone number is used, but gives the caller the option to be routed to multiple different locations.	
<b>Dashboard/Flash Panel (\$5/month)</b> ❖ Have the ability to see who is calling you and make outgoing calls via dashboard/flash panel on ny computer.	
<b>Live Receptionist (\$30/month)</b> ❖ Have the ability to have a live, local person receive & transfer all your incoming calls for you.	
<b>Static IP Address (\$15/month)</b> ❖ Have your own Static IP Address for your computer or Devices.	
<b>\$ .00/month</b>	<b>TOTAL OF OPTIONS SELECTED ABOVE</b>

**STATEMENT OF AGREEMENT**

Your signature below acknowledges your obligation and agreement for payment on the selected *Optional Phone Features* listed above.

<b>DATE</b>	<b>PRINT</b>	<b>SIGNATURE</b>