



receptionists

RUBY RECEPTIONISTS SERVICE AGREEMENT

Fill out this form and email to **signup@callruby.com**, or fax to 866-901-7829. If you have any questions, please call us at 866-611-7829.

1 CLIENT INFORMATION

Company _____
 Address _____
 City _____ State _____ Zip _____
 Published Phone No(s): _____
 Web-Site _____
 Fax _____
 Account Setup Contact _____
 Billing Contact _____
 How did you hear about us? _____

2 CLIENT'S BUSINESS DETAILS

Answer my company's calls with the following greeting:

 Type of Business (feel free to attach a company brochure):

 Does your company accept collect calls? yes no
 Company Business Hours: _____

We would like Ruby Receptionists to answer live during:
 Company Business Hours All Ruby Hours Other
 Answer live on Saturday: yes no
 (Company after-hours greeting/voicemail provided by Ruby)

3 FEES

Plan A: \$209 per month, 100 receptionist minutes, Overage rate: 2.09 per receptionist minute, one voicemail box
 Plan B: \$349 per month, 200 receptionist minutes, Overage rate: 1.75 per receptionist minute, two voicemail boxes
 Plan C: \$699 per month, 500 receptionist minutes, Overage rate: 1.40 per receptionist minute, three voicemail boxes
 _____ Additional Monthly Fees (for add'l Voice Mail Boxes)
95.00 Set-Up Fee

Please fill out **Contact Details** on the following page for each member of your organization who will be receiving calls

4 INITIAL PAYMENT and FREE TRIAL PERIOD

Initial Payment will be due and charged on the Free Trial Period End Date, unless written (email or fax) notice to cancel has been given prior to the Free Trial Period End Date.

At the End of the Free Trial Period, Client will be placed on the most economical plan based on free trial usage, unless Client requests different plan.

Initial Payment will consist of the setup fee and pro-rated Plan Base Monthly Fee.

Free Trial Period Start Date: _____ End Date: _____

5 METHOD OF PAYMENT

Credit Card: Visa MasterCard AMEX Discover
 Card No. _____
 Exp. Date _____
 Card Holder _____
 Invoice Address _____
 City _____ State _____ Zip _____

I hereby authorize Ruby Receptionists to debit my credit card for all sums arising out of this Agreement. I am an authorized signor on the above credit card.

Signature _____
 Printed Name: _____
 Date _____

6 SIGNATURE

I understand that service charges may be incurred in relation to Ruby Receptionists Service which will be payable at the beginning of each month and I apply for Ruby Receptionists Service subject to the Ruby Receptionists **Terms and Conditions** (SAVE or PRINT before clicking) of Service. I am authorized to sign this Agreement on behalf of the client.

Signature: _____
 Printed Name: _____
 Date: _____

RUBY RECEPTIONISTS CONTACT DETAILS SHEET

Send this form along with your service agreement with information on each person in your organization who may receive telephone calls

Company name: _____

1 INDIVIDUAL INFORMATION

Name _____

Title _____

Office (Desk) Phone _____

Mobile Phone _____

Home Phone _____

E-mail Address _____

Create Ruby Voicemail Box for this individual? Y ___ N ___

In addition to calls asking for this individual by name, he or she takes the following types of calls:

New Inquiry Billing Other (please list)

1 INDIVIDUAL INFORMATION

Name _____

Title _____

Office (Desk) Phone _____

Mobile Phone _____

Home Phone _____

E-mail Address _____

Create Ruby Voicemail Box for this individual? Y ___ N ___

In addition to calls asking for this individual by name, he or she takes the following types of calls:

New Inquiry Billing Other (please list)

2 DEFAULT TELEPHONE CALL INSTRUCTIONS

(Whereabouts updates will override default instructions)

When a call comes in for this individual, attempt to contact him/her at the following telephone(s):

(number according to preferred order)

___ Office/Desk Phone (This should be different than your company published number.)

___ Mobile Phone

___ Home Phone

___ Other: _____

___ None (do not try to reach this individual, simply take a message or offer voicemail)

2 DEFAULT TELEPHONE CALL INSTRUCTIONS

(Whereabouts updates will override default instructions)

When a call comes in for this individual, attempt to contact him/her at the following telephone(s):

(number according to preferred order)

___ Office/Desk Phone (This should be different than your company published number.)

___ Mobile Phone

___ Home Phone

___ Other: _____

___ None (do not try to reach this individual, simply take a message or offer voicemail)

3 MESSAGE INSTRUCTIONS

When unavailable to take calls (choose one or both):

Take a manual message. Send messages via:

Email

Text Message. If this box is checked, please list your mobile carrier: _____

Offer voicemail. Send voicemail notification via:

Email (message will be attached as .wav file)

Text Message. If this box is checked, please list your mobile carrier: _____

Give caller the choice between leaving a message with the receptionist or voicemail.

3 MESSAGE INSTRUCTIONS

When unavailable to take calls (choose one or both):

Take a manual message. Send messages via:

Email

Text Message. If this box is checked, please list your mobile carrier: _____

Offer voicemail. Send voicemail notification via:

Email (message will be attached as .wav file)

Text Message. If this box is checked, please list your mobile carrier: _____

Give caller the choice between leaving a message with the receptionist or voicemail.

4 ADDITIONAL CALL HANDLING INSTRUCTIONS

4 ADDITIONAL CALL HANDLING INSTRUCTIONS

RUBY RECEPTIONISTS CONTACT DETAILS SHEET

Send this form along with your service agreement with information on each person in your organization who may receive telephone calls

Company name: _____

1 INDIVIDUAL INFORMATION

Name _____

Title _____

Office (Desk) Phone _____

Mobile Phone _____

Home Phone _____

E-mail Address _____

Create Ruby Voicemail Box for this individual? Y ___ N ___

In addition to calls asking for this individual by name, he or she takes the following types of calls:

New Inquiry Billing Other (please list)

1 INDIVIDUAL INFORMATION

Name _____

Title _____

Office (Desk) Phone _____

Mobile Phone _____

Home Phone _____

E-mail Address _____

Create Ruby Voicemail Box for this individual? Y ___ N ___

In addition to calls asking for this individual by name, he or she takes the following types of calls:

New Inquiry Billing Other (please list)

2 DEFAULT TELEPHONE CALL INSTRUCTIONS

(Whereabouts updates will override default instructions)

When a call comes in for this individual, attempt to contact him/her at the following telephone(s):

(number according to preferred order)

___ Office/Desk Phone (This should be different than your company published number.)

___ Mobile Phone

___ Home Phone

___ Other: _____

___ None (do not try to reach this individual, simply take a message or offer voicemail)

2 DEFAULT TELEPHONE CALL INSTRUCTIONS

(Whereabouts updates will override default instructions)

When a call comes in for this individual, attempt to contact him/her at the following telephone(s):

(number according to preferred order)

___ Office/Desk Phone (This should be different than your company published number.)

___ Mobile Phone

___ Home Phone

___ Other: _____

___ None (do not try to reach this individual, simply take a message or offer voicemail)

3 MESSAGE INSTRUCTIONS

When unavailable to take calls (choose one or both):

Take a manual message. Send messages via:

Email

Text Message. If this box is checked, please list your mobile carrier: _____

Offer voicemail. Send voicemail notification via:

Email (message will be attached as .wav file)

Text Message. If this box is checked, please list your mobile carrier: _____

Give caller the choice between leaving a message with the receptionist or voicemail.

3 MESSAGE INSTRUCTIONS

When unavailable to take calls (choose one or both):

Take a manual message. Send messages via:

Email

Text Message. If this box is checked, please list your mobile carrier: _____

Offer voicemail. Send voicemail notification via:

Email (message will be attached as .wav file)

Text Message. If this box is checked, please list your mobile carrier: _____

Give caller the choice between leaving a message with the receptionist or voicemail.

4 ADDITIONAL CALL HANDLING INSTRUCTIONS

4 ADDITIONAL CALL HANDLING INSTRUCTIONS

For add'l Contact Details Sheets, SAVE or PRINT, then [click here](#).

Fax to 866-901-7829 or email to signup@callruby.com