



A Professional Image, Inc Order for Service

www.aprofessionalimage.com

877-921-1300

Account Number _____ Order Date _____
Email Address _____ Start Date _____
Billing Date _____

Customer Name: _____
Customer Address: _____
City, State & Zip Code: _____

Bill To: _____
Billing Address: _____
City, State & Zip Code: _____

Office Phone: _____ Billing Contact: _____ Fax Number: _____
Back Line Number: _____ Billing Number: _____
TAS Base Rate: _____ Amount of Live Calls Ans: _____ Overall Rate: _____
Text Msg/SMS _____ Secure Message _____ Encrypted Email: _____

Order Placed By: _____ Contact: _____
SSN or Federal Tax ID _____ Owner Name: _____
Type of Service: Call Fwd _____ Remote _____ Term Line _____ ER Svc _____
Answer Phrase: _____
Office Number: _____ Call Fwd: _____ Reverts to: _____
Fax Number: _____

Message Formats

Contacts:	Name: _____	Secure _____	Home _____	SMS/Text _____
	Name: _____	Secure _____	Home _____	SMS/Text _____
	Name: _____	Secure _____	Home _____	SMS/Text _____
	Name: _____	Secure _____	Home _____	SMS/Text _____

Notes: _____

Office Hours: _____ Type of Business: _____
Mailing Address: _____

Accept Collect Calls: _____

ACTIVATION OF SERVICE IS CONSIDERED ACCEPTANCE OF THE TERMS AND CONDITIONS LISTED BELOW:

The liability of the answering service arising out of mistakes, omissions, interruptions, delays, errors or equipment failures occurring in the course of furnishing service, shall in no event exceed an amount equivalent to the proportionate charge to the subscriber for the period of service during which such mistakes, omissions, interruption, delay error or equipment failure occurs. *A call is defined as any incoming call answered in the customer's behalf. **Dispatch service is every outgoing call manually made on the customer's behalf. Each manual outgoing call attempt will be calculated at the above stated dispatch charge. Subscriber agrees to pay all amounts billed with regard to this order for service in accordance with the stated terms of the Telephone Answering Service. Upon failure of subscriber to pay any amounts due hereon, subscriber agrees to reimburse A Professional Image, Inc. for all expenses sustained in the collection of amounts due, including attorney fees and court costs. Monthly base rates will be billed in advance and payment in full is due within 30 days of the statement date. A late charge of 15.00 will be applied to any unpaid balance.

A Professional Image, Inc. reserves the right to cancel or suspend any service, to any client, at anytime without prior notification if said client displays abusive behavior towards any employee, fails to pay amount billed in a timely manner or for any reason deemed appropriate by A Professional Image, Inc. management staff members. This agreement will remain in effect for the initial term of 30 days and thereafter on a month-to-month basis.

****By providing your cell phone number under the Text/SMS options, you are agreeing that you would like A Professional Image, Inc, to send your messages via Text/SMS. Opt-in will never be shared with 3rd parties. SMS/Text messaging will only be used in conjunction with this agreement. At anytime, you can reply STOP or call our office at 877-921-1300 to opt out of SMS/Text messages. A Professional Image follows all CITA guidelines.**

By: _____ First Month: _____
Title: _____ Final Month: _____
Date: _____ Set up Fee: _____
Total Due: _____
Order Taken By: _____ Due By: _____