



Ansir Communications, LLC
380 Washington Avenue
North Haven, CT 06473
203-281-9299

NEW CLIENT INFORMATION

Company Name _____

Primary Contact _____

Address _____ City _____ State _____ Zip _____

Email Address _____

Office Phone _____ Fax _____

Do you close for lunch? Yes, what time _____ No

Regular business hours _____ Days your business closes _____

Tell us about your business, so we can provide your clients with the most accurate information

CALL HANDLING PROTOCOL

What phrase would you like us to answer with?

Please list on call employee names and contact numbers

1. _____

2. _____

3. _____

4. _____

Contact them by:

(circle one or more)

Home Cell Text Email Fax

Home Cell Text Email Fax

Home Cell Text Email Fax

Home Cell Text Email Fax

What messages should we send out immediately? (Emergencies?) Text or Call

What messages should be held? (Routine calls?)

Where would you like the held messages sent? Email Fax

When would you like the held message sent? As they come in _____ am/pm

Email to: Clientinfo@ansir.me or Fax to: 203-239-5234