



ACCOUNT OPENING FORM

PLEASE COMPLETE AND RETURN BOTH PAGES OF THIS FORM, TOGETHER WITH YOUR PAYMENT, TO:
Virtual Reception Ltd, 5 Hawthorn Lane, Wilmslow, Cheshire, SK9 1AA
 Telephone: 01625 418280 Fax: 01625 418219

COMPANY DETAILS

Business Name			
Your Name			
Business address			
Postcode			
Business Phone Number		Business Fax Number	
Mobile Phone 1		Mobile Phone 2	
e-mail address		Emergency Phone Number	
Method(s) of Message Forwarding –Please Tick relevant Box(es)			
Immediate Text to Mobile	<input type="checkbox"/>	Immediate Fax	<input type="checkbox"/>
Immediate e-mail	<input type="checkbox"/>	End of Day Fax	<input type="checkbox"/>
End of day e-mail	<input type="checkbox"/>	Client call in (maximum twice daily)	<input type="checkbox"/>
Details of personnel:			
Details of products/services: (please attach a brochure if possible)			



ACCOUNTING DETAILS

Billing address (if different from business address above)	
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ACCOUNT INFORMATION : Deposit, One Off Set Up Fee and Service Fee payable in advance. Fees paid monthly in advance, additional calls billed monthly in arrears.

See Scale of charges for detailed package information.

Please Tick Box				
Virtual Reception Starter	£20.00 Deposit £20.00 Monthly Fee in Advance £25.00 Set Up Fee Waived	Total Set up cost inc Vat	£47.00	
Virtual Reception 20	£30.00 Deposit £30.00 Monthly Fee in Advance £25.00 Set Up Fee Waived	Total Set up cost inc VAT	£70.50	
Virtual Reception 50	£60.00 Deposit £60.00 Monthly Fee in Advance £25.00 Set Up Fee Waived	Total Set up cost inc Vat	£141.00	
Virtual Reception 100	£110.00 Deposit £110.00 Monthly Fee in Advance £25.00 Set Up Fee Waived	Total Set up cost inc Vat	£258.50	

SERVICE AGREEMENT TO COMMENCE ON:/...../ 2001
One month's notice required to terminate service.

If you would like to pay by credit card please request a credit card authorisation form

If you would like to pay by cheque please complete this section:

I ENCLOSE A CHEQUE FOR £_____ INCLUDING VAT PAYABLE TO: Virtual Reception Ltd

SIGNATURE: _____ DATE: _____

By signing this form I confirm I have read and agree to Virtual Reception's Standard Terms and Conditions.
Payment Terms: The service charge is paid one month in advance and the calls/messages taken are paid one month in arrears. Payment is required within 14 days from date of invoice.