

# THE SUPERIOR ANSWERING SERVICE, INC.

Diane Clark  
President



## QUOTE REQUEST

Thank you for your recent inquiry. Monthly rates are based in part on the number of locations, lines and average number of calls received each month. Other factors such as two-way radio service, weekly logs, etc., also help us to determine the scope of service you need. In order to provide you with an accurate quote, we will need the following information. Please print, fill out and return to us via fax at 337-237-3801.

Co. Name: \_\_\_\_\_  
Contact: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type Of Business (Please give a detailed description):

\_\_\_\_\_  
\_\_\_\_\_

Years In Business: \_\_\_\_\_ Number Of Employees: \_\_\_\_\_

Local Phone Service Provider: \_\_\_\_\_

Do You Currently Use An Answering Service? \_\_\_\_\_ If Yes, Why Are You Seeking  
Alternate Service? (Please be specific.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

No. Of Lines To Be Answered By Superior: \_\_\_\_\_ No. Of Locations Involved:  
\_\_\_\_\_ Where: \_\_\_\_\_

24 Hour Service? \_\_\_\_\_

Please Specify Days & Times Each Week That Service Is Needed If Not 24 Hours:

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If Requesting *After-Hour Service **Only*** (5:p.m.-8:a.m. Mon-Fri., And weekends), Will Coverage Be Needed During Lunch, While Out On Errands, Or Other Times During The Day? \_\_\_\_\_

Will Coverage Also Be Needed For:

Extended Holidays— (Day/s off or cut short proceeding/following major holidays)

Weekends  Vacations  Holidays  Other

Please Check All That Apply:

1 -  Take messages ***only*** (no patching!) Please check either A or B with this option:

A.  party will check for messages or B.  Superior will find & relay messages to party .

2 -  ***Patching*** calls to responsible party

3 -  Direct dial party outside local zone

4 -  Long-distance service

5 -  Screening calls

6 -  Weekly logs

7 -  Tracking o/c and others

8 -  Two-way radio services

9 -  Other services needed (please specify) \_\_\_\_\_

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Please Specify All Information Needed On Messages: \_\_\_\_\_

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Please Fax The Completed Form (first two pages only) To 237-3801. We will fax this page only back to you with your custom quote provided in the area below. Quotes are usually returned within the hour, but please do allow us at least 1 full business day to respond, just in case.

If you do not have a fax machine, please call us back so that we may assist you manually with this process. 289-6747.

Based On The Information Provided, Your Monthly Rate Is: \_\_\_\_\_

THANK YOU!