

FAX TO: (518) 893-2815

“ON-HOLD” SCRIPT INFORMATION SHEET

COMPANY NAME _____

TYPE OF BUSINESS _____

PRODUCTS OR SERVICES OFFERED

ADDRESS _____

PHONE NUMBER (____)____-____ FAX(____)____-____

WEB SITE ADDRESS: _____

ADDITIONAL OFFICE LOCATIONS

HOURS OF OPERATION _____

COMPANY SLOGAN

COMPANY IS KNOWN FOR

SPECIALS

OTHER PERTINENT INFO

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NAME BRANDS YOU WANT TO FEATURE

NUMBER OF YEARS IN OPERATION/DATE COMPANY STARTED

WHAT MAKES YOUR COMPANY DIFFERENT?

TONE OF MESSAGE (LIGHT-HEARTED, SINCERE, SERIOUS)

WHAT TYPE OF CUSTOMER DO YOU WANT TO FOCUS ON (RETAIL, CONSUMER, WHOLESALE, DISTRIBUTOR, BUSINESS EXECUTIVE, TECHNICAL, OTHER)

BUSINESS ASSOCIATIONS, SOCIETIES

WHAT WOULD YOU LIKE CUSTOMERS TO KNOW ABOUT YOUR COMPANY (PROVIDE FAST SERVICE, SERVICE WHAT AREAS, AUTHORIZED AGENT OR DEALER, PROGRAMS OFFERED, ETC.)

ADDITIONAL NOTES OR COMMENTS

THANK YOU! PLEASE FAX INFORMATION SHEET BACK TO OUR OFFICE AS SOON AS POSSIBLE! (518) 893-2815