



# ORDER FORM & QUESTIONNAIRE

**To get started:**

- Step 1: Fill out this questionnaire.
- Step 2: Send it in (Fax or email: Fax: 315-736-2676. Email: tom.adventures@adelphia.net)
- Step 3: We will review your information, estimate the length of your recording, and send you a quote and approval form for your on-hold recording.
- Step 4: Upon your approval, send in your payment to begin production.
- Step 5: You will receive a draft of your on-hold script for your review, changes or approval.
- Step 6: If approved, we'll produce your on hold message as scripted or with your changes/additions.
- Step 7: Your on-hold audio will be sent to you on a master CD or MP3 audio, depending on your playback unit.

Company Name: \_\_\_\_\_

Principals/Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ 800 #?: \_\_\_\_\_

Email: \_\_\_\_\_

Phone System Type: (Mfr & Model): \_\_\_\_\_

Is there an audio input jack on your telephone system box? Yes \_\_\_\_\_ No \_\_\_\_\_  
(An audio input is necessary for your on-hold message to play through your telephone system. The audio input is usually a 1/8" (earphone) input jack located on your telephone system's main box, located at or near the entry point of your main telephone lines. If you're not sure, please consult with us.)

1. Business Location(s): \_\_\_\_\_
2. Days/Hours of Operation: \_\_\_\_\_
3. Years In Business: \_\_\_\_\_ or since: \_\_\_\_\_
4. What products/services do you offer? \_\_\_\_\_
5. Unique products or services: \_\_\_\_\_
6. Main selling points (over competition): \_\_\_\_\_
7. What particular product/service would you most like to feature? \_\_\_\_\_
8. What is your company best known for? \_\_\_\_\_
9. If your business is seasonal, list the products/services you offer according to season: \_\_\_\_\_
10. What do customers say about your company? \_\_\_\_\_
11. Unique features of your facility: \_\_\_\_\_
12. How many employees? \_\_\_\_\_
13. What kind of experience do your employees have or is required? \_\_\_\_\_
14. Any employees you would like or need to feature? \_\_\_\_\_
15. List any news that the public should know about your company (anniversary, moving, expanding, awards, etc). \_\_\_\_\_
16. Company slogan or mission statement: \_\_\_\_\_
17. Does your company utilize any jingles that you would like in your on-hold recording? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If so, please submit a recording on CD or send an MP3 file).
18. LIST ANY OTHER INFORMATION YOU WOULD LIKE INCLUDED IN THE RECORDING: \_\_\_\_\_

