

**Executive Office Centers"**  
245 Commercial Street  
Portland, Maine 04101 ""  
**Ph: 207-773-8890 Fax: 207-773-8597"**  
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## Basic Client Data and Instructions

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

Company Address for Billing Purposes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Website: \_\_\_\_\_ Yes, I want to be listed on your website as a tenant

During business hours, we will answer your phone with your company name. We will then either: (please choose appropriate boxes)

- Take a message from the caller and call you with the message
- Put the call to voicemail. Voicemail will automatically call you and advise you that you have a message and how to retrieve it.

At night and on weekends, your call will automatically go to voicemail. It will then notify you that you have a message and how to retrieve it. The message will be: "Thank you for calling \_\_\_\_\_. As no one is available at present, please leave a message with your name, telephone number, to whom you would like to speak, and any other appropriate information. At the conclusion of the message we will be automatically paged and we will return your call as soon as possible."

- We can also add the following to the above voicemail message:

"You may also wish to try us at \_\_\_\_\_ which is our \_\_\_\_\_ office."

What number do you want the system to call to notify you that you have a message? \_\_\_\_\_

So that we are prepared and knowledgeable for callers and visitors, please list any officers or employees whose names and positions we should know:

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

Please provide additional telephone numbers we should have to contact you, in the event that the above referenced number is not working or busy: \_\_\_\_\_

Instructions for mail forwarding (please check appropriate boxes):

- UPS
- UPS Second Day
- Federal Express
- USPS Express Mail
- USPS Priority Mail
- Standard Mail
- Send letters and packages as they arrive
- Send letters and packages every Friday

If you are expecting a specific piece of mail, you may call us with special instructions.

Company address to forward mail to:

- Same as billing address
- Other (indicate below)

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

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

Please remember to update this information as it changes.