

Griffin Centre Virtual Office Sign Up Sheet



INSTRUCTIONS: Click in field to type. Print and fax to 604-998-0217. Keep printed copy for your records.

| Personal Information | | | | |
|--|--------------------------------|---|---------------------|-----------------------|
| Full Name | | | | |
| Phone 1 | Phone 2 | E-mail | | |
| Home Address | | | | |
| Business Information | | | | |
| Company Name | | | | |
| Phone 1 | Phone 2 | E-mail | | |
| Company Address | | | | |
| Credit Card Information (in lieu of deposit) | | | | |
| | Visa | Mastercard | Debit Card | |
| Name as it appears on card | | | | |
| Credit Card Number | | | Expiry Date (MM/YY) | |
| Package Information | | | | |
| Mail Basic | Mail Basic with Telephone Line | Telephone Answering with Mail Basic | | |
| Meeting Basic with Telephone Answering | | Meeting Advanced with Telephone Answering | | |
| Telephone Features | | | | |
| Find Me/Follow Me | Immediate Notification | Voicemail to Email | Remote Extension | Virtual Extension |
| Any 1 Feature | Any 2 Feature | Any 3 Feature | Any 4 Feature | |
| Virtual Line | Virtual Line with Answering | Toll Free Number _____ (Number Preference) | | |
| Would you like your company listed on our directory board? | | | | |
| | No | Yes (Use Space Below) | | |
| Company Name as you would like it to appear on the Directory Board | | | | |
| Would you like your mail forwarded to an alternate address? (Check one or include information below) | | | | |
| Send to Personal Address Above | | Send to Business Address Above | | Send to Other Address |
| Other Address | | | | |

Signature

Date