



virtuosity™

vibratoPBX™ ACTIVATION

How did you hear about us?

PLEASE COMPLETE AND RETURN
activations@virtuosity.com
1.800.400.7788 fax
1.800.441.1188 voice

INDIVIDUAL OR COMPANY
RESPONSIBLE FOR PAYMENT:

Company: _____

Primary Contact: _____

Address: _____

Primary Contact Email: _____

Company Mailing Address: _____

Website: _____ Years in Business: _____

Primary Area Code /

Prefix: _____

Work: _____

Home: _____

Car: _____

Mobile: _____

Other: _____

Fax: _____

Primary Time Zone: _____

Federal Tax ID _____

Social Security No. _____

SERVICES & STARTUP FEES

- | | | |
|---|---|---|
| <input type="checkbox"/> Number of Full Extensions | <input type="checkbox"/> Local Number(s) for Extension(s) | <input type="checkbox"/> Activation Fee |
| <input type="checkbox"/> Number of Mailbox Extensions | <input type="checkbox"/> Toll Free 800 Setup | <input type="checkbox"/> Security Deposit |
| <input type="checkbox"/> Number of Information Extensions | <input type="checkbox"/> Vanity Number Setup | <input type="checkbox"/> Int'l Dialing Deposit |
| <input type="checkbox"/> ACD Queue(s) | <input type="checkbox"/> Porting Number Setup | <input type="checkbox"/> Professionally Recorded Greeting |
| <input type="checkbox"/> Toll Free Number(s) for Extension(s) | <input type="checkbox"/> Nationwide Directory Listing | |

Total Security Deposit Total Recurring Fees Total One-Time

TERMS & CONDITIONS: By Subscriber's signature on the bottom hereof, a Credit Reporting Bureau is hereby authorized to assist VIRTUOSITY, and/or any other Service Providers associated with Virtuosity who may be providing service to Subscriber, in securing and collecting all information concerning Subscriber's credit history. Signature below indicates subscriber's acceptance of the standard Terms & Conditions in effect at the time service is activated, which are also provided to subscriber at the time of activation.

X

_____ Title _____ Date _____
PARTY RESPONSIBLE FOR PAYMENT OR AUTHORIZED CORPORATE OFFICER



CHARGE AUTHORIZATION FORM

This letter authorizes "The Virtual Office, Inc. dba "Virtuosity" to charge the following credit card for Virtual Assistant Services, vibratoPBX Services, and/or Conferencing service, tolls and long distance call charges, deposits and any other services/fees indicated on the Virtual Assistant, vibratoPBX and/or Conferencing activation forms for Subscriber(s):

to the corporate or personal credit card as follows:.

Continuously

Type: Amex MasterCard Visa

Credit Card Number: _____ Exp. Date: _____

Billing Address of credit card: _____

Name as appears on credit card: _____

Company Name as appears on credit card: _____

Authorized Credit Card Signature _____ Date _____

Please fax or email this completed authorization form to 1.800.400.7788 or activations@virtuosity.com

CHARGE AUTHORIZATION: By Subscriber's or Authorized Responsible Party's signature on this form hereof, Subscriber or Authorized Responsible Party's authorizes The Virtual Office, Inc. dba VIRTUOSITY, and/or any other Service Providers associated with Virtuosity who may be providing service to Subscriber, to debit Subscriber's or Authorized Responsible Party's credit card (listed above) for the amount (s) of any charges or costs incurred by Subscriber, pursuant to the terms hereof. VIRTUOSITY shall not be deemed to waive or relinquish any of its rights or remedies for Subscriber's default in the performances of Subscriber's monetary obligations hereunder by reason of processing debits against Subscriber's or Authorized Responsible Party's credit card account. In Making any such debits, Subscriber or Authorized Responsible Party's hereby authorizes VIRTUOSITY to process applicable credit card vouchers showing that Subscriber's or Authorized Responsible Party's signature is 'On File'.

Business Additional Options

Toll-Free 800 Number Or Toll- Free 888, 877, 866 Number

Toll-Free Vanity Number - (_____) - ____ - _____, which web site did you find this number. _____

Local Number – (_____) – _____ - we will check to see if this area code/prefix is available in your area

Toll-Free Directory Listing

Port Existing Toll-Free Number - (_____) - ____ - _____ - request the additional paperwork for this option

Multiple numbers requested for the Virtual Receptionist / Auto Attendant

ACD Queues – maximum of 32 characters

1. Name of Queue- _____ Add mail-only ext Y / N

2. Name of Queue- _____ Add mail-only ext Y / N

3. Name of Queue- _____ Add mail-only ext Y / N

4. Name of Queue- _____ Add mail-only ext Y / N

5. Name of Queue- _____ Add mail-only ext Y / N

6. Name of Queue- _____ Add mail-only ext Y / N

7. Name of Queue- _____ Add mail-only ext Y / N

8. Name of Queue- _____ Add mail-only ext Y / N

___ Auto Attendant /Virtual Receptionist Greeting –

Standard Greeting:

Thank you for calling _____

If you know your party's extension, please enter it now

For (ACD Queue Name) press 1 – (This would be only applicable if an ACD Queue is enabled)

To select an extension using our directory, press 7

To join a conference, press 9

To be connected with the operator, press 0

Custom Greeting:

Note: Professional Recordings for Greetings, ACD Queues, and Informational Boxes are available for an additional fee – ask your Virtuosity consultant regarding these matters.

List Extension Users

Maximum number of Extensions 25

Extension Users	#801	#802	#803
First Name			
Last Name			
Mail-Only Extension			
Full Extension			
Phone #1			
Phone #2			
Phone #3			
Phone #4			
Fax Phone #1			
Fax Phone #2			
Email address			
Cell/pager address			
Inbound Calling Privileges – Yes /No			
Continental US			
Continental US, Alaska, Hawaii, Canada			
World			
Outbound Calling Privileges – Yes /No			
Continental US			
Continental US, Alaska, Hawaii, Canada			
World			
A direct number for an extension?			
Toll-Free			
Local			

List Extension Users

Maximum number of Extensions 25

Extension Users	#804	#805	#806
First Name			
Last Name			
Mail-Only Extension			
Full Extension			
Phone #1			
Phone #2			
Phone #3			
Phone #4			
Fax Phone #1			
Fax Phone #2			
Email address			
Cell/pager address			
Inbound Calling Privileges – Yes /No			
Continental US			
Continental US, Alaska, Hawaii, Canada			
World			
Outbound Calling Privileges – Yes /No			
Continental US			
Continental US, Alaska, Hawaii, Canada			
World			
A direct number for an extension?			
Toll-Free			
Local			

List Extension Users

Maximum number of Extensions 25

Extension Users	#807	#808	#809
First Name			
Last Name			
Mail-Only Extension			
Full Extension			
Phone #1			
Phone #2			
Phone #3			
Phone #4			
Fax Phone #1			
Fax Phone #2			
Email address			
Cell/pager address			
Inbound Calling Privileges – Yes /No			
Continental US			
Continental US, Alaska, Hawaii, Canada			
World			
Outbound Calling Privileges – Yes /No			
Continental US			
Continental US, Alaska, Hawaii, Canada			
World			
A direct number for an extension?			
Toll-Free			
Local			

List Extension Users

Maximum number of Extensions 25

Extension Users	#810	#811	#812
First Name			
Last Name			
Mail-Only Extension			
Full Extension			
Phone #1			
Phone #2			
Phone #3			
Phone #4			
Fax Phone #1			
Fax Phone #2			
Email address			
Cell/pager address			
Inbound Calling Privileges – Yes /No			
Continental US			
Continental US, Alaska, Hawaii, Canada			
World			
Outbound Calling Privileges – Yes /No			
Continental US			
Continental US, Alaska, Hawaii, Canada			
World			
A direct number for an extension?			
Toll-Free			
Local			

List Extension Users

Maximum number of Extensions 25

Extension Users	#813	#814	#890
First Name			System
Last Name			Operator
Mail-Only Extension			Yes
Full Extension			
Phone #1			
Phone #2			
Phone #3			
Phone #4			
Fax Phone #1			
Fax Phone #2			
Email address			
Cell/pager address			
Inbound Calling Privileges – Yes /No			
Continental US			
Continental US, Alaska, Hawaii, Canada			
World			
Outbound Calling Privileges – Yes /No			
Continental US			
Continental US, Alaska, Hawaii, Canada			
World			
A direct number for an extension?			
Toll-Free			
Local			

Business Features and Optional Services

Toll-Free Number(s) - randomly selected from one of these three prefixes – 888, 877, 866.

Toll-Free 800 Number(s) – there is a one-time charge of \$20.00 to acquire an 800 area code.

Toll Free Directory Listing Nationwide is available for your Toll-Free number. This service requires an initial setup fee of \$50.00 and a \$10.00 per-month fee.

Toll-Free Vanity numbers - a vanity number e.g. may spell out your company's name or your slogan. There are various sites to check for the availability of your desired vanity number. http://businessesales.att.com/products_services/tollfreeproduct_cataloglookup.shtml , or <http://www.tollfreenumbers.com/>. Once you find the number of your choice, let us know immediately and **we will order** it for you. This requires an extra setup fee of \$25.00. FYI: It may take two weeks or more to acquire the vanity number and place it on the system. During this time, we will provide you a temporary number, so you can test and configure the system.

Porting Existing Toll Free Number(s) is available and we are here to assist you with the port. Note that it may take two to four weeks or more to execute the port after submitting the paperwork. There is an extra \$25.00 setup fee for this service.

Extensions – We will automatically setup a mail-only extension for the system operator unless you specify otherwise. Phone numbers 1 –4 or Fax numbers 1 – 2 cannot have a toll-free number listed. If you need more than 14 extensions, please attach a separate sheet(s).

Full Extensions allow users to receive calls, log into ACD queues, hold conferences, forward faxes, etc. Full extensions may be changed to Mailbox Only extensions, changing the status during the month will reflect a full month at the Full Extension rate.

Mailbox Only Extensions do not allow outbound dialing or users to take calls. It will only take messages or play informational messages. Informational messages could be office hours, driving directions, features of a property listed for sale, etc. Mailbox Only Extensions may be changed to Full Extensions. However, changing the status during the month will reflect a full month at the Full Extension rate.

Toll-Free or Local numbers on Extensions are available for an additional monthly fee. This allows the inbound caller or incoming fax to reach the extension user without calling the virtual receptionist/auto attendant. Local numbers for Extensions are \$8.75/month and Toll-Frees are \$9.75/month.

Business Features and Optional Services

ACD Queues are for connecting inbound callers with a department such as Customer Service, Sales, Technical Support, Accounting, Distribution etc. rather than directing the inbound caller to one user extension. An Extension may be logged into more than one ACD Queue.

Local Number availability depends on the area you request. Contact us for area availability as not all areas are available at this time; it may take up to four weeks for a local number to be ready for service.

Porting existing Local Number – Unfortunately, not all-local numbers are portable. Contact us to see if your local number qualifies for porting. It will take around 48 hours for results regarding portability. A one-time charge of \$29.00 is required for setup. The actual port of your local number may take up to 3 to 4 weeks, or more, after submitting the paperwork.

Auto Attendant / Virtual Receptionist is the first voice heard by inbound callers prompting them to make a selection. Example of a company greeting:

Thank you for calling ABC Corporation, we are here to assist you in your loan process. If you know your party's extension, please enter it now. To reach one of our specialists, press ' 1 '. The company directory is available by pressing ' 7 ', to join a conference press ' 9 ', the Operator may be reached by pressing ' 0 '.

Professional recordings are available upon request for additional fees.

Conferencing may be enabled or disabled company wide or for each extension. Conferencing is billed based on usage, per minute, per leg of each conference attendee in addition, to any inbound charges. The vibratoPBX™ Business plans have up to 25 conferencing seats available.