

# HoldTime.Net

Customized Messages...With Music...On Hold

Script Information Worksheet  
(please type or print)

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

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ email: \_\_\_\_\_

*In addition to basic information about your company, we consider other factors when developing your specific on hold message. Please take a few moments to complete the information below, and fax back to (859) 223-1691. We may call you to discuss your on hold message in more detail before we begin on your script. PLEASE NOTE THAT PRODUCTION TURNAROUND TIME FROM START TO FINISH, EXCLUDING SHIPPING, IS BETWEEN 7 AND 10 WORKING DAYS, and dependent upon your timely approval of the script.*

What are your business hours? \_\_\_\_\_

Any specific directions to your business? \_\_\_\_\_

\_\_\_\_\_

What is your company slogan or motto? \_\_\_\_\_

\_\_\_\_\_

What makes your business unique? \_\_\_\_\_

\_\_\_\_\_

What are some of the products and/or services you offer? \_\_\_\_\_

\_\_\_\_\_

Are your callers from a specific age group? If so, what ages? \_\_\_\_\_

Are your callers generally on hold for longer than a minute? \_\_\_\_\_

Do your callers usually have a specific reason for their call (i.e., to place an order, get service, relay a complaint, etc.)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your company history (how long in business, locally/family owned, etc.)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMPANY NAME:

Does your company have any special accreditation, affiliation, or membership? \_\_\_\_\_

\_\_\_\_\_

Do you accept credit cards? If so, which ones? \_\_\_\_\_

\_\_\_\_\_

Do you have a toll-free number you would like to mention? \_\_\_\_\_

Please provide any additional information you would like to include: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**When faxing this back, please include any brochures, fliers, printed advertising or other material you would like us to include when developing your script.**

### Music Selection

Background Music may be <b>one</b> of the following <b>STYLES</b> :		
Easy Listening	Adult Contemporary	Light Jazz
Classical	Motivational/Corporate	Country
Choose <b>one</b> of the following <b>TEMPOS</b> :		
Slow	Moderate	Upbeat
Please choose <b>one</b> of the following <b>VOICE TALENTS</b> :		
Male	Female	Combination Male/Female

All music is instrumental and well-suited to background use. HoldTime.Net has paid all licensing fees.