



Valentine Systems

Technology Solutions

CONTACT US FOR SUPPORT: 631-862-1339

## Custom Message on Hold Script Info Sheet

Valentine Systems wants to write the best script possible for your company with useful, quality information. Please answer the following questions or the ones that pertain to your business with as much information as possible. Then return both sheets to us.

1. Company name and address:

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2. Describe your location to make it easier to find:

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3. Fax number: \_\_\_\_\_  
Email address: \_\_\_\_\_

4. Hours of operation:

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5. Primary products and/or services offered:

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6. Additional products and/or services:

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7. Answers to the most often asked questions:

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8. Pertinent customer service information:

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9. How long has your company been in business:

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10. What is your company's specialty?

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11. Current advertising theme or slogan:

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12. Are you a member of the Chamber of Commerce or any other business organization?

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13. Interesting background information:

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## **Production Options:**

Choose one for each category:

Voice over talent:

- Male (included)
- Female (\$30 additional)
- Male & Female (\$40 additional)

Background Music:

- Easy Listening
- Classical