GLOBAL IT COMMUNICATIONS

6737 Bright ave, # 100 Whittier CA 90601

Phone/Fax: (877) 822-5565 E-mail: orders@gblit.com

**Global IT Communications Order form**
**Order Date:**

**Sales REP:**
**Sales Rep Phone:**

| | | | |
|---|---|---|---|
| Company Name | | Contact Person: | |
| Address: | | Contact email: | |
| Main Phone: | - | Contact Cell: | - |
| Main Fax: | | | |
| NEW MAIN Number: | Prefix: | **Other** | |
| NEW T/F Number: | Notes: | Easy to remember number | |

Notes:

| | | | |
|---|---|---|---|
| 4 extensions are included in the price. | | User id/Passcode: | User: Pass: |
| Music Type: | Standard Jazzy | Voice system passcode: | |

| | Name | Extn # | Call transfer 1/2 | Programming Notes | Email delivery | Voice mail Instructions | |
|---|---|---|---|---|---|---|---|
| | **e.g Sales** | **1** | **(111) 111-1111**<br>**(222) 222-2222** | **Notes about the voice mail message or how the call should be routed.** | **name1@company.com**<br>**name2@company2.com** | | |
| 1 | | | | Voicemail to Email | | Enable voice mail to email | |
| 2 | | | | Voicemail to Email | | | |
| 3 | | | | Voicemail to Email | | | |
| 4 | | | | | | | |
| 5 | | | | Voicemail to Email | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | Operator | 0 | | | | | |
| | **Dial By Name Directory** | 4 | Name. | Ext. | | **Phone 1:** | **Phone 2:** |
| | | | **e.g. Your Name** | **e.g. 201** | name@globalitcom.com | | |
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Add Notes here and then press the button below to print this form.

Email this form to orders@globalitcom.com or fax it to 877-822-5565

Print Form