

A subsidiary of MASCO 375 Longwood Avenue Boston, MA 02215-5328

Service Information Form

Date											
Date Office Name											
Office Name	ame:										
Address											
Address 1											
Address 2											
City	:	State:		_ Zip:							
Contact Information											
0.661	_										
Office Conta	= =										
Name	:	Phone:		E-mail:							
Billing Cont	tact										
_	this box if the informa	ation is the same as	above: \square								
				E-mail:							
Billing Address											
		State:		Zip:							
F	Cambash										
Emergency					ar la sa a s						
•	-		nt we can't reach you via								
Alt Phone 1	:		All Phone 2:								
Office Information											
Office Hour											
	Office Opens:	Lunch Starts:	Lunch Ends:		Office Closes:						
Monday											
Tuesday											
Wednesday Thursday											
Friday											
Saturday											
Sunday											

 $^{^{\}rm 1}$ Please write CLOSED if the office is not open on a particular day

Oncall Employees				
Name:	Cell & Carrier:	Home:	Pager & Carrier:	E-mail:
				
				
		·		
				

	urs Procedure order should MASCO Method ²	Services attempt to wait Period	contact the	e oncall employee?				
1 st	Wethou	wait Fellou						
2 nd 3 rd								
4 th 5 th								
Required Information By default, messages include a name, callback number and reason for calling. If you would like additional information to be retrieved please indicate below: ³								
	ge Delivery hoose one of the follo	owina options:						
☐ E-ma	il – Please indicate th	e e-mail address for o						
□ Fax –	Please indicate the fa	ax number for deliver	ry:					
Should n	nessages be delivered		cify a time	for messages to be delivered	daily:			
		ii iio, piease spec	city a tillie	Tot messages to be delivered	uany.			
Holida <i>Please cl</i>	IYS heck the holidays whe	ere your office is custo	omarily clo	osed				
	Year's Day – Jan orial Day – Apr	☐ Martin Luther Ki	_	☐ President's Day – Feb	☐ Patriot's Day – Apr			
	orial Day – Apr an's Day – Nov	☐ Independence D☐ Thanksgiving — N	-	☐ Labor Day – Sep☐ Christmas Day – Dec	☐ Columbus Day – Oct☐ New Year's Eve – Dec			
Others:								
Specia	l Instructions o	r Comments						

 $^{^{2}}$ If an oncall employee does not possess the selected method of communication we will automatically move to the next step 3 Additional charges may apply