



HoldTime.Net

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

Script Information Worksheet

(please type or print)

Company Name: _____ Contact: _____

Physical Address: _____

City: _____ State: _____

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 5 AND 7 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 are some of the products and/or services you offer? _____

Any promotions or special offers coming up in the next few months? _____

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

Do you have a facebook or twitter account you would like to mention? _____

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

Do you accept online payment? credit cards? If so, which ones? _____

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

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