



**Account Profile / Site Survey**

<b>Telephone System &amp; Service Provider Questions</b>	
Who is your current telephone service provider?	
Make and Model of the phone system:	
Does your telephone system provide voice mail?	
How many business hunting lines do you have?	
Other than the main number, do you have any other published numbers?	1:
	2:
	3:
	4:
	5:
Is any of your phone lines programmed to ring in a specific phone or department?	
Do you have a dedicated number that rings into your auto attendant and or the voicemail system?	
How many fax machines are there?	Fax numbers:
Do you have a credit card machine(s)?	
Do you have a postage machine?	Circle: Telephone line or Internet based
Mfg and Model:	
Do you have a fire/security alarm?	If yes, how many lines does it require?
Are there any computers that use dial-up access via an analog modem?	
Where is the Telephone equipment located here in your building?	
Notes:	

<b>Computer Network Questions</b>	
Who is your present internet provider?	
Do you have a File Server?	
Who does your IT work?	
Do you have access to your LAN Router?	
Where is the Data equipment located here in your building?	
Notes:	