



New Customer Checklist

Congratulations on your purchase of ALICE Receptionist. Please complete and return this document to your ALICE Receptionist representative as soon as possible

ORGANIZATION INFORMATION

Company name:

BILLING INFORMATION

Billing Address

Billing Contact

Name:

Email:

Phone:

DELIVERY INFORMATION (if different from billing address)

Delivery Address

Delivery Contact

Name:

Email:

Phone:

ALICE RECEPTIONIST ADMINISTRATOR CONTACT

Provide the contact information for the primary contact who will be administrating the ALICE system within your organization

Admin name:

Admin Email:

Admin phone:

EMPLOYEE LIST

- **ALICE Cloud Admin users** – Complete the provided **ALICE User Import Template** excel spreadsheet with a list of employees to be listed on the ALICE Receptionist systems.

COMPANY LOGO

Provide a vectored or high quality company logo to be placed on the ALICE Receptionist Directory Screen. The ideal size should be 900px wide by 450px high. Smaller images may be used, but image quality be reduced.



ALICE™
RECEPTIONIST
New Customer Checklist

PACKAGE ACKNOWLEDGMENT

Please acknowledge that you have received and understand each of the following documents:

Return these documents to your ALICE Receptionist representative

New Customer Checklist (This document)

Complete and return this document to your ALICE Receptionist representative as soon as possible to avoid delays in your account setup.

ALICE User Import Template (For ALICE Cloud Admin users)

Customers using the ALICE Cloud portal, should complete and return this import template spreadsheet to their ALICE Receptionist representative.

Review and share these documents with the appropriate internal employees

Delivery & Installation Guide

I have received and read the ALICE Delivery & Installation Guide and understand the information regarding the delivery of the ALICE Receptionist system.

ALICE Hardware Guide

I have received and reviewed the ALICE Hardware Guide.

ALICE Receptionist Network Access Guide

I have shared the ALICE Receptionist Network Access Guide with my network administrator and will insure all required access rules have been implemented before the ALICE Receptionist hardware arrives.

ALICE Communications Guide

I have shared the ALICE Communications Guide with my network or telecommunications administrator and will insure all required communications configurations have been completed before the ALICE Receptionist hardware arrives.

Form Completed By:

Date Completed: