

## Property Information

Property Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

## Dialing Instructions Worksheet \*

Order to be printed

\_\_\_\_\_.....Room to Room \_\_\_\_\_  
 \_\_\_\_\_.....Front Desk \_\_\_\_\_  
 \_\_\_\_\_.....Messages \_\_\_\_\_  
 \_\_\_\_\_.....Local Calls \_\_\_\_\_  
 \_\_\_\_\_.....Long Distance \_\_\_\_\_  
 \_\_\_\_\_.....International \_\_\_\_\_  
 \_\_\_\_\_.....Toll Free \_\_\_\_\_  
 \_\_\_\_\_.....Operator Assisted \_\_\_\_\_  
 \_\_\_\_\_.....Credit / Calling Card \_\_\_\_\_  
 \_\_\_\_\_.....Emergency \_\_\_\_\_  
 \_\_\_\_\_..... \_\_\_\_\_  
 \_\_\_\_\_..... \_\_\_\_\_

\* An existing faceplate can be faxed along with this order form as a dialing instruction reference.

↓ *Sample* ↓

*1* ..... *Long Distance*     *Dial 9 + 1 + Area Code + Number*  
*3* ..... *Local Calls*     *Dial 9 + Number*  
*2* ..... *Room to Room*     *Dial 7 + Room Number*

## Room # List

If you would like room numbers printed on your faceplates, please submit a list containing the numbers you want to have printed and an indication of how many times they should be printed.

Sample Room Number List →

<i>Room #</i>	<i>Qty</i>
101	2
102	1
201	2
202	1

Housekeeping lists, hotel floor plans, or phone system printouts that contain a listing of your rooms can also be submitted for room number printing.



**AVM CUSTOMER ID#:** \_\_\_\_\_ **ORDER REFERENCE#:** \_\_\_\_\_

**P: 800-218-3995**

**F: 800-518-5528**

**Orders@GoAVM.com**