# PERSONAL INFORMATION FORM (PIF)

## 01| Customer Details

Full Name: ALICIA DOUGLAS

Also Known As: ALICE

Mobile No.: 013 35126488

Alternative Phone No.:

Phone No.: 603 35126488

Email: doug@flexiesolutions.com

Date of Birth (DD-MM-YYY): 01 03 1972

Company Name: FLEXI e-SOLUTIONS PTY LTD

Designation: CHIEF TECHNOLOGY OFFICER

Primary Contact Method: EMAIL

SAMPLE ONLY

## 02| My Short Instruction: (limit to 160 characters)

I am currently overseas, please answer all my calls and email me any messages.

## 03| My White list (List of Callers FPA will attempt to transfer to you)

Banks
Family members:
Mum's Name: Susan
Dad's Name: Roger
Brother: Andrew

## 04| My Greetings Instruction

Hi! This is (your FPA name), Alicia's personal assistant. How can i help you?

Please return completed form to Flexi e-Solutions, M-3-19 Plaza Damas, Sri Hartamas, 50480 Kuala Lumpur or fax to **03-6207 5400** or email to **cs@receptionist.com.my**. Thank you very much for choosing ***Ria*** - **Receptionist.com.my**. If you have any questions, please call **03-6207 1600**.



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