TM2 Reception Order Form

TM2

Your Details - Client to complete		Primary Contact Details - Client to complete This information is vital if we have to contact you regarding the service. Always make sure we have the most up-to-date information.	
Client ID		Name	
Business Name		Phone	
Primary Address		Email	
		Alternative Contact Details	

Clinic Locations - CLIENT TO COMPLETE

Please tell us of all fixed clinic addresses where the **service** will be required.

Location 1

Location Name	**Prinicipal Services/ Products at Location**		**Directions/ Other Information** **Please ensure all information relating to appointment booking rules is provided (e.g If only certain practitioners do certain types of appointment - such as insurance work or provide specific treatments).**
Address:	Pricing of Services (Private Charges)		
	Opening Time	**Closing Time**	
Phone No:			

Practitioner Name	**Discipline**	**Initial/ Follow-up**	**Price**	**Length**	**Description**

Other Service Types

Your TM2 receptionists will have the option to manually select some additional stock iteams (Services). If you would like them to offer this, please indicate what the service stock item is, which practitioners provide it, and at which location.

Service Name (Stock Item)	Price	Length	Location	Description (Additional Details)

Location 2

Location Name	Prinicipal Services/ Products at Location		Directions/ Other Information Please ensure all information relating to appointment booking rules is provided (e.g If only certain practitioners do certain types of appointment - such as insurance work o provide specific treatments).
Address:	Pricing of Services (Private Charges)		
	Opening Time	**Closing Time**	
Phone No:			

Practitioner Name	Discipline	Initial/ Follow-up	Price	Length	Description

Other Service Types

Your TM2 receptionists will have the option to manually select some additional stock iteams (Services). If you would like them to offer this, please indicate what the service stock item is, which practitioners provide it, and at which location.

Service Name (Stock Item)	Price	Length	Location	Description (Additional Details)

Location 3

Location Name	Prinicipal Services/ Products at Location		Directions/ Other Information Please ensure all information relating to appointment booking rules is provided (e.g If only certain practitioners do certain types of appointment - such as insurance work or provide specific treatments).
Address:	Pricing of Services (Private Charges)		
	Opening Time	Closing Time	
Phone No:			

Practitioner Name	Discipline	Initial/ Follow-up	Price	Length	Description

Other Service Types

Your TM2 receptionists will have the option to manually select some additional stock iteams (Services). If you would like them to offer this, please indicate what the service stock item is, which practitioners provide it, and at which location.

Service Name (Stock Item)	Price	Length	Location	Description (Additional Details)

Location 4

Location Name	Prinicipal Services/ Products at Location		Directions/ Other Information Please ensure all information relating to appointment booking rules is provided (e.g If only certain practitioners do certain types of appointment - such as insurance work or provide specific treatments).
Address:	Pricing of Services (Private Charges)		
	Opening Time	Closing Time	
Phone No:			

Practitioner Name	Discipline	Initial/ Follow-up	Price	Length	Description

Other Service Types

Your TM2 receptionists will have the option to manually select some additional stock iteams (Services). If you would like them to offer this, please indicate what the service stock item is, which practitioners provide it, and at which location.

Service Name (Stock Item)	Price	Length	Location	Description (Additional Details)

Call Information - Client to complete

Opening Saluation	
Closing Saluation	
What to wear/ special instructions for each appointment	

Staff Details - Client to complete

List of key staff within the business and important information relating to them.

Declaration - Client to complete

Signed		Date	
Closing Saluation			

Additional Task

Please use this link here to find instructions on one additional step that you should set in TM2. Setting your "Practitioner Disciplines" will help both our receptionists and the clinic get the best experience.

This part is important so that the receptionists know exactly who does what at a glance.

Please attach this to an email and send to support@insidetm2.com, or alternatively you can post to us at this address - Blue Zinc IT, 4c Dill House, 478 Castlereagh Road, Belfast BT5 6BQ.