

Riley Scrivner's Communication Network

(Communication is priority #1)

Please file this so you can easily reference when needed

- Company:** RE/MAX-Accord 5870 Stoneridge Mall Rd Ste#150...Pleasanton, CA 94588
- 1. Business Phone: 1-925-847-8900 (Not Used) Pls use Home Phone for normal business or cell
- 2. Business Fax: 1-925-847-8999 Please use Home Fax-*Re: Contracts please send to both home and office fax-Call to confirm proper transmission and check page count*
- 3. *Home Phone: 1-925-449-4565 Normal Business communication (4-24 Hr. turn-around)
- 4. *Cell Phone: 1-925-200-3908 Phone is on from 9:00am - 9:00pm has Voice mail/Pager (please use for a needed immediate response)
- 5. *Home Fax: 1-925-443-5409 Re: Contracts please send to both home and office fax Call to confirm proper transmission and check page count.
- 6. *E-Mail 2rilevs@comcast.net (I normally check this in early A.M.) Sometimes in evening
- 7. Web Site: Another New Web Site at <http://www.123HomeSold.com>
- 8. Day Off I try to take at least one day off a week...**Mondays**...my client's needs changes this.

9. *Escrow Coordinator: 925-730-0910...Sheila Lewis...In charge of escrow processing. Monday through Friday 9:00 to 5:00pm...Fax number: 925-847-8999...E-mail: slewis1059@aol.com

Primary communication will be on a "personal" basis. You and I thru my Communication Network
My normal business hours are greatly expanded for your convenience, from 9:00 A.M. thru 9:00 P.M.

My normal work Telephone/Voice Mail is regularly monitored daily at the following *approximate* times: Note: weekends and especially holidays may be different or vary.

(Monitoring exceptions may occur due to commitments)

- 9:00 AM
- 12:00 Noon
- 3:00 PM
- 9:00 PM

If no answer: Please leave your question and/or topic, possibly your Day, Night, Pager, and/or Car telephone number(s) including area code, best time to reach you, and please speak in clear and precise way. Then when I monitor the call later, I can be properly be prepared and return your call in a timely an efficient manner. *The above communication system is not perfect, however I strive to be there for my clients.*

I allocate thousands of dollars per year to a "working Communication System". With your help, this will mean an efficient, effective, and working Communication System for you and everyone.

Thank you for your help,
Riley Scrivner