

**Name/Practice Name**

**SAMPLE**

**AFTER HOURS CONTACT INFORMATION**

Normal office hours are between \_\_ AM and \_\_PM, Monday thru Friday. For non-urgent requests, please leave a message at the phone number indicated above.

If you need to contact me at any other time, call \_\_\_\_\_ and leave your name and number with the service. The service will contact me and I will call you back. Note that my phone number is blocked, so if your phone service does not accept calls from blocked telephone numbers, I will not be able to get through to you.

If this is a true emergency, please call 911 first, and contact me second.