



Hosted PBX Voice Call Recording Recovery Request Form



Approved Systems

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This form is applicable if we have enabled voice recording for your Hosted PBX Account.

Call recordings are only activated upon request and that you have indicated to all incoming and outgoing callers that calls are recorded.

Call Recordings have a default hold for 30 days on the Hosted PBX System.
Extended Hold Times incur additional Monthly Retention and recovery fees from long term storage systems

Name: _____

Company/Business Name: _____

Account Number: _____ Request Billed to: Customer Requester

Requester Name: _____

Requester Email Address: _____

Date and Time	Incoming/Outgoing	Phone Number	Notes

As call recordings are considered sensitive, electronic transfer of audio files will be delivered passworded.

File Format of the recording (Choose one): WAV MP3 AU

Fees: <= 30 days - \$10 ex GST per recording <= 180 days - \$50 ex GST per recording
 <= 365 days - \$20 ex GST per recording <= 7 years - \$50 ex GST per recording

Signed: _____

Date: ____ / ____ / ____