



Examples of greetings / scripts:

Day: Thank you for calling ABC Company, if you know your parties extension you may dial it at any time. For a company directory – press the star key (*), or to speak with an operator press zero (0). **

Night #1: Thank you for calling ABC Company, we're sorry we can't take your call right now. If you know your parties extension you may dial it at any time. For a company directory – press the star key (*), or to leave a message in our general voice mail box, please press zero (0). ** Thank You.

Night #2: Thank You for calling ABC Company, our office is now closed. Our normal business hours are Monday through Friday, from 8:30am to 4:30pm. If you know your parties extension you may dial it at any time. For a company directory – press the star key (*), or to leave a message in our general voice mail box, please press zero (0). ** Thank You.

**Note: At this point you may also give callers '1 digit dial' options such as:

- for Sales press 1
- for Service press 2
- for Accounting press 3
- for our hours press 4
- for location information press 5
- for our fax number and address press 6
- for emergency service press 7
- for our current promotions press 8
- for our marketing specialist press 9.