Sample Call Center Script: Third-Party Verification

Alex

PECO Electric. This is Alex, how can I help you?

John

Hi Alex, my name is John. I would like to switch my services to PECO.

Alex

Sure, I can help you with that. Can I have your full name sir?

John

Sure. It's John, and my last name is Baker – B-A-K-E-R.

Alex

Okay, I have John – J-O-H-N and Baker B-A-K-E-R.

John

Correct.

Alex Okay. Can I also have your phone number?

> **John** It's 610-265-1715.

Alex Alright, I have 610-265-1715?



John

Yes.

Alex

Alright, and what is the address of your current service?

John

800 N. Henderson Rd. That's in King of Prussia, PA and the zip is 19406.

Alex

Okay. I have 800 N. Henderson Rd. in King of Prussia, PA 19406?

John

Yes.

Alex

Alright. What is your current electric company Mr. Baker?

John

I have Colonial Electric presently.

Alex

Okay. Can I also have your email address just to send you a confirmation and recap our conversation?

John

Yes, it's my name johnbaker (just like it is spelled) @gmail.com.



Alex

Okay, johnbaker@gmail.com?

John

Yes.

Alex

Alright, Mr. Baker I am going to ring in a third party verifier, her name is Kathy, just to confirm your information and switch to us here at PECO.

John

Okay, thank you.

Kathy

Hello, this is Kathy.

Alex

Hi Kathy, this is Alex. I have John Baker on the line with us and he is going to be switching from Colonial Electric to PECO.

Kathy

Okay, great. Hello Mr. Baker, how are you?

John

Great. How are you?

Kathy

I'm good. I'm just confirming your information. Your name is John Baker and your email address is johnbaker@gmail.com, and you have requested to switch your electric provider from Colonial to PECO.

John That's correct.



Kathy

Okay Mr. Baker, your request is complete. Is there anything else we could help you with today?

John

No. That would be it.

Kathy

Alright, thank you and have a great day.

John

You too. Thank you very much.

Kathy

Bye-bye.

John

Bye-bye.

For more information on **Specialty Answering Service**, including additional sample scripts, visit us at:

www.specialtyansweringservice.net

