



Greeting: Hello, and thank you for calling, you`ve reached the answering service for [CampaignName]. My name is [OpName]. How may I help you today?

- i. All Calls
 - a. I would be happy to help you with that. If you don`t mind, I just need to take down some basic information from you. May I please have your first name?
 - b. May I have the spelling of your last name?
 - c. And may I have your company name please?
 - d. Thank you [FirstName]. Do you have an email address you would like to provide?
 - e. Thank you, [FirstName]. Now what is the best number to reach you?
 - f. Alright, and what message would you like me to pass along?
 - g. Okay [FirstName], I will pass your message along, and someone will be in touch with you soon. Thank you for calling, and enjoy your day!
 - i. Send message through