



Greeting: Hello, and thank you for calling, my name is [OpName]. You have reached the after-hours ordering line. Are you calling to place an order today?

- i. Yes (Calling to Place Order)
 - a. I can certainly help you with that. Will the shipping be in the United States and purchased with a United States issued credit card?
 - i. Yes
 - 1. Great! I will be happy to help you!
 - a. Access website and process order.
 - ii. No
 - 1. I am sorry, you have reached the Call Center, and the information we have here is limited. However, let me take down your information and I will have a representative follow-up with you via email. May I please have your first and last name?
 - 2. May I have your email address?
 - 3. Thank you [FirstName]. And what message would you like me to relay?
 - 4. Okay, [FirstName]. I will pass your message along and you will receive a response via email shortly. Thanks for calling and have a great day!
 - a. Send message through.
- ii. No (Needs to Update Order)
 - a. No problem, I can help you with that. Please allow me to collect some information about your order, and I will make sure someone corrects this. May I please have your first and last name?
 - b. And what would be the best number for someone to reach you?
 - c. Thank you [FirstName]. What update or correction are you making to your order?
 - d. Okay [FirstName]. I will forward this over immediately, and we will take care of that for you. Thank you for calling and have a great day.
 - i. Send message through.
- iii. All Other Calls
 - a. No problem, I can certainly help you with that. Please allow me to create a ticket for you, and I will have someone return your call. May I please have your first and last name?
 - b. And what would be the best number to return your call?
 - c. Thank you [FirstName]. What message would you like me to pass on?
 - d. Okay, [FirstName]. I will forward your information to the appropriate department. Thanks for calling and have a great day!
 - i. Send message through.