

## Example IntelliPhone Mailbox Greetings

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### **Generic Personal Greeting**

Hello this is Peter Jones, Sales Manager at XYZ Communications. I'm sorry I've missed your call. Please leave a message at the tone, and I'll return your call as soon as possible.

### **Personal After-Hours Greeting**

Hello this is Peter Jones, Sales Manager at XYZ Communications. Our office is closed now and I'm sorry I've missed your call. Please leave a message at the tone, and I'll return your call on our next business day.

### **Personal Business Day Greeting**

Hello this is Peter Jones, Sales Manager at XYZ Communications. I'm in the office, but currently away from my desk. Please leave a message at the tone, and I'll return your call on our next business day.

### **Third-Person Generic Greeting**

You have reached the office of Peter K. Jones. Mr. Jones is currently unable to take your call. Please leave your name, telephone number, and a brief message at the tone and he will return your call promptly.

### **Departmental Business-Day Greeting**

You have reached the Customer Service Department at XYZ Communications. All of our representatives are assisting other callers. At the tone, please leave your name, telephone number and brief message and your call will be returned in the order it was received.

### **Departmental After-Hours Greeting**

You have reached the Customer Service Department at XYZ Communications. Our office is now closed. Normal business hours are 8am to 5pm Monday through Friday and 10am to 3pm on Saturday. At the tone, please leave your name, telephone number and brief message with a convenient time to reach you and we will return your call on our next business day.

### **Classic General Mailbox Greeting**

You have reached the general mailbox at XYZ Communications. At the tone, please leave your name, telephone number and message, including the best time to reach you, and we will return your call promptly.