

Example Follow-Me Scripts

Corporate Answer Greeting I

Thank you for calling XYZ Communications -- makers of the XYZ-100 Communicator.
Please hold for the next available Customer Service Representative.

Corporate Answer Greeting II (Callers press 1 to transfer to voice mail.)

Thank you for calling XYZ Communications -- makers of the XYZ-100 Communicator.
To leave a message for our Customer Service Department, press 1. Otherwise please hold for the next available Customer Service Representative.

Corporate Answer Greeting III (Callers press 1 to locate party)

Thank you for calling XYZ Communications -- makers of the XYZ-100 Communicator.
To speak with a Customer Service Representative, press 1. To leave a message, please hold.

Personal Answer Greeting I

Hi, you've reached Bob Smith. Please hold while my automated system locates me.

Personal Answer Greeting II (Callers press 1 to transfer to voice mail.)

Hi, you've reached Bob Smith. Please hold while my automated system locates me, or to leave a message, instead, press 1..

Personal Answer Greeting III (Callers press 1 to locate party)

Hi, you've reached Bob Smith. To locate me, press 1. To leave a message, please hold.