



# Sample Scripts for Greetings

Please feel free to call 212-989-1104 to discuss.

## 1. Auto Attendant Day

Thank you for calling ABC Corp. If you know your party's extension you may enter it anytime. For our dial by name directory please press 1. For Project Management press 2, for finance press 3, for estimating press 4, or to speak to an associate, please press 0.

## 2. Auto Attendant After Hours

You have reached ABC Corp. after hours. Normal business hours are 8:00 am to 5:00 pm Monday through Friday. If you know your party's extension you may enter it anytime or please press 1 for our dial by name directory. To leave a message in our general voicemail, please press 0. Once again, thank you for calling ABC Corp.

## 3. Auto Attendant Inclement Weather

Thank you for calling ABC Corp. Due to inclement weather, the office is currently closed. If you know your party's extension you may enter it anytime or please press 1 for our dial by name directory. To leave a message in our general voicemail, please press 0. Once again, thank you for calling ABC Corp.

## 4. Auto Attendant Holiday Greeting

Thank you for calling ABC Corp. We are closed for the holiday. If you know your party's extension you may enter it anytime or please press 1 for our dial by name directory. To leave a message in our general voicemail, please press 0. Once again, thank you for calling ABC Corp.

## 5. General Voicemail Greeting

You have reached the general voicemail for ABC Corp. Please leave your name and number and an associate will return your call as soon as possible. To leave a message in our general voicemail, please press 0. Once again, thank you for calling ABC Corp.

## 6. Dial by name directory

Employee Name	Extension
Dave xxxx	xxx
Mark xxxx	xxx
Christopher xxxx	xxx
Etc.	xxx

