

SAMPLE Personal GREETINGS

SAMPLE GREETINGS FOR (BASIC RECORDING)

Hello, this is _____. Im presently away from my desk or assisting another customer. If you need to speak with someone now, please press 0 and someone will assist you. If not, please leave me a detailed message and I will return your call the following business day.

Hello, you have reached the voice mail of _____. I am either on the phone or away from my desk. If you need immediate assistance, please dial 0 now. If not, leave me a detailed message and I will return your call the following business day. Thank you for calling and have a great day.

Hello, you have reached the voice mail of _____. I am in the office, however, you have reached me away from my desk or on another call. If you need immediate assistance, please dial 0 now. Otherwise, leave a detailed message and I will return your call the following business day.

SAMPLES FOR (DAILY RECORDING)

Hello, today is _____ and you have reached the voice mail of _____. I am either on the phone or away from my desk. If you need to speak with someone now, please dial 0 and someone will assist you. If not, please leave me a detailed message and I will return your call by the next business day.

Hello, this is _____. Today is _____ and I will be out of the office all day. If you need to speak with someone immediately please press 0 and someone will assist you. If not, please leave me a detailed message, as I will check my messages throughout the day, and will be returning all calls tomorrow morning. Thank you for calling and have a great day.

Hello this is _____ for _____. I will be in the office for most of the morning and out of the office the entire afternoon. If you need to speak with someone now, please press 0 and someone will assist you. If not, please leave a detailed message and I will return your call the following business day.

Tips on Recording

- Record in a private area to prevent background noise.
- Set your callers expectations on when to expect a return call
Never say you will return their call as soon as possible
- Leave a 3 second delay before recording. This will give more time to transfer callers into your mailbox.
- Remember to leave a dial 0 option in your personal greeting.