

Please fax back to 708.273.3101

SAMPLE AUTO-ATTENDANT SCRIPT

THANK YOU FOR CALLING _____ (company name)
IF YOU KNOW YOUR PARTY'S EXTENSION, YOU MAY DIAL IT AT ANYTIME.
FOR OUR COMPANY DIRECTORY PRESS *2

TO REACH OUR _____ DEPARTMENT, PRESS 3 NOW

(list of names in dept: _____)

TO REACH OUR _____ DEPARTMENT, PRESS 4 NOW

(list of names in dept: _____)

TO REACH OUR _____ DEPARTMENT, PRESS 5 NOW

(list of names in dept: _____)

OR REMAIN ON THE LINE AND MEMBER OF OUR TEAM WILL BE WITH YOU MOMENTARILY.... THANK YOU FOR CALLING _____

FEEL FREE TO ADJUST THE SCRIPT ANY WAY YOU WOULD LIKE. YOUR PROJECT MANAGER WILL ASSIST YOU IN ITS CREATION IF NECESSARY.

THANK YOU FOR CHOOSING XCLUTEL!