



Voice Mail Scripts

When people click a call button on your website or dial your number from your business card, an advertisement or a napkin they wrote it down on, you want to be sure they get a good impression even if you're not available to take their call right at that moment. These scripts are designed to compel your caller to leave their message, feeling fully confident their call will be returned asap.

Some may be a bit too "English" as written (for me), so feel free to tweak as needed to be authentically you, but the point is your voicemail message is incredibly important. As they say, you never get a second chance to make a first impression.

The Business Specific message requires you change your voicemail message daily. It really lets the caller know you are committed to picking up messages and returning calls asap. I did this every day for 5 years when I was working in the residential mortgage industry, it convinced callers they would hear back from me soon and that can be what stops them from making their next call to your competitor. You do need to follow up by returning their call quickly, even if it's just to let them know they/their issue is on your radar and you'll be back to them with a full response/solution etc., asap. It does take a real commitment to stick with this one, and not everyone needs to do this, but boy oh boy does it make a great impression!

Generic:

Hello and thank you for calling YOUR NAME. I am so sorry to have missed your call, do please leave a message with a number, I will get back to you absolutely as soon as possible, but definitely before I close business for the day.

Business Specific:

Hello and thank you for calling YOUR NAME with YOUR BUSINESS NAME, you have reached my cell phone voice mail (today is)

I am so sorry to have missed your call, do please leave a message with a number, I will get back to you absolutely as soon as possible, but definitely before I close business for the day.

Weekend | Conference | Vacation:

Hello and thank you for calling YOUR NAME with YOUR BUSINESS NAME, you have reached my cell phone voice mail (I will be away for the weekend | attending a conference | travelling in Europe Dec 10th through January 13th) and may have limited internet access during this time...

I will be checking voicemail, although email will likely be the most efficient way to contact me during this time. My email address is YOUR-EMAIL-ADDRESS (debra@wp-webworks.com) You are welcome to leave a message with a number on this system, I will be retrieving messages and returning all calls asap.

Time Blocking Project – Alternate Message:

I will be working on a project that requires my undivided attention through about (4:00 PM) today. I will return all calls as soon as possible after that time.