



SAMPLE UP-FRONT GREETING

THANK YOU FOR CALLING XYZ COMPANY.
OUR OFFICE HOURS ARE FROM 8 – 5, MON – FRI.

IF THIS IS AN EMERGENCY OR YOU NEED
SERVICE IMMEDIATELY, PLEASE PRESS “1” NOW
AND YOU WILL BE CONNECTED TO A SERVICE
REPRESENTATIVE.

IF YOU WOULD LIKE TO LEAVE A MESSAGE FOR
THE OFFICE, PLEASE PRESS “2” NOW.