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Things to consider:

- *Profitable products/services*
 - *Mention things they might not know you do or offer*
 - *Sponsorships, alliances, philanthropic or charity*
-

Script Image?

- *Personal*
 - *Very Professional*
 - *Humorous but professional*
 - *Caring*
 - *Service Oriented*
-

Go to creativebizaudio.com click on "Green Box"

Choose/Mix voice and music

*****Don't Forget the Sound Effects**

Commonly asked questions:

Hours: _____

Location: _____

Email Address: _____

Website: _____

Social Media: _____

Topic 1 (add bullet points)

- A _____
- B _____
- C _____
- D _____
- E _____

Topic 2 (add bullet points)

- A _____
- B _____
- C _____
- D _____
- E _____

Topic 3 (add bullet points)

- A _____
- B _____
- C _____
- D _____
- E _____

Topic 4 (add bullet points)

- A _____
- B _____
- C _____
- D _____
- E _____

Topic 5 (add bullet points)

- A _____
- B _____
- C _____
- D _____
- E _____

Auto Attendant (or attach script)

Company _____

Location _____

Hours _____

Extensions _____

Voice Mail (or attach script)

Company _____

Employee or Department _____

Hours _____

For more information, please contact us at 800.947.8230