

Examples of Voice Mail Greetings for an Office-based Person

It pays to vary your greeting. You can say the same thing but in different words each day. Use the examples below and try some of your own variations so that callers feel that your voice mail greeting, like the local baker's bread, is fresh every day!

Example Messages

"Hi, you are through to the desk of Julie on November the first. I am sorry that I cannot take your call personally but I am either away from my desk or on the phone. To enable me to action your call, please leave a detailed message about the reason for your call."

"Hi, you are through to the desk of Julie on November the second. I am sorry that I cannot take your call personally but I am either away from my desk or on the phone. If you wish to leave me a message please make it as detailed as possible to enable me to action your call appropriately."

"Hello, it's November the third and you are through to Julie's voice mail. I am either away from my desk or on the phone. Please let me know the reason for your call by leaving a detailed message for me to action when I return. I check my voice mail regularly."

"You're through to the voice mail of Julie on November the fourth. I am either away from my desk or on the phone. To enable me to action your call quickly, please leave me a message containing the reason for your call."

"You're through to the voice mail of Julie on the fifth of November. I am either away from my desk or on the phone. To enable me to respond positively and action your call before the end of the day, please leave me a detailed message."

"You are through to Julie's voice mail on the sixth of November. I am either away from my desk or on the phone. Thank you for your call. To enable me to respond to it effectively, please leave a detailed message with the reason why you called and I will respond to your call within the next two hours."

"A voice message is a brilliant marketing tool. Now when I pick up my messages many callers say "Love the message" or "What a brilliant idea". This is a real memory hook for clients. We get talked about for very little cost."

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For more information and help look at www.kaye.co.uk or call Alan Kaye now on 0800 840 2454