**PROFESSIONAL PHONE GREETING TEMPLATES**

**The Tele-Pro Package from SoundWise is designed to provide you with everything you need for a polished and professional presence on your company's phone system. Using professional voice artists and on-hold music, the Tele-Pro Package can provide you with your automated attendant, voicemail greetings, on-hold messages, or any combination of the three. The following templates and examples will help you get started.**

**AUTOMATED ATTENDANT**

Thank you for calling  . If you know the extension of the person you wish to reach, please enter it at any time.

For , press one. For , press two. For , press three. For all other inquiries, please press zero, or stay on the line and a member of our staff will be with you shortly.

**VOICEMAIL**

Thank you for calling . Our offices are now closed.
We are open . Sorry we missed your call just now. Please leave us a message and we'll get back to you as soon as we can.

**ON-HOLD MESSAGES**

Thanks for holding. We'll be with you in just a moment.

(music)

 is located at . We're open .

(music)



(music)

Thank you for calling . We'll be with you soon.

(music)



(music)

**Message Tips**
Avoid bragging about your business. Present information that is caller/customer focussed like industry tips and knowledge.

If possible, let callers know how long they might be waiting. Give them a call-back option if possible.

Don’t tell them to go to your website. If they’re calling, chances are they’ve already been there.