



### **Example 1**

Thank you for calling (Company Name).

Our office is currently closed.

Please leave a message or contact us via our website [www.CompanyURL.com](http://www.CompanyURL.com).

Thank you and have a great day!

### **Example 2**

Thank you for calling (Company Name).

Unfortunately, we were not available to take your call.

Please leave your name, callback phone number, and a brief message, and we will return your call as soon as possible.

Thanks again for calling, and have a great day!

### **Example 3**

Thank you for calling (Company Name)

We're sorry we weren't able to speak with you at this moment.

If you'd be so kind to leave us a message with your name, best call back number and a time that would be most convenient for you we will return your call by the end of the next business day.

We look forward to speaking with you.

### **Example 4**

You have reached (Company Name)

You have called outside of business hours.

Our business hours are from 8AM - 4.30PM Monday to Thursday and 8AM - 4PM Friday.



If you have an urgent enquiry, please leave a voicemail and it will be responded to as soon as possible.

### **Example 5**

You have reached the Customer Service Voicemail.

At this time the Customer Service Team is on the phone assisting other customers.

Your business is important to us.

We strive to provide excellent service so please leave us a message with your name and phone number where you can be reached and we will return your call as soon as possible.

### **Example 6**

You have reached the voicemail of John Doe.

I'm either away from my desk, or have stepped out of the office.

Please leave your name, number, and a brief message and I will return your call as soon as I am able.

Thank you for calling (Company Name), and have a great rest of your day!

### **Example 7**

Thank you for calling (Company Name), our offices are now closed.

Our opening hours are 9AM to 5PM, Monday to Friday.

Press 0 to leave a message and it will be responded to the next business day.

If you have a business-critical emergency, press 9 to be diverted to the Out of Hours service.

### **Example 8**

You have reached the (Company Name's) voicemail.



At the tone, please state your name, phone number and a brief message and someone will return your call as soon as possible.

### **Example 9**

Thank you for calling (Company Name),

Unfortunately, all of our Engineers are busy assisting other customers.

Please leave a message and we will return your call shortly.

You can also submit a ticket by visiting our website at [www.CompanyURL.com](http://www.CompanyURL.com) or by sending an email to [helpdesk@CompanyURL.com](mailto:helpdesk@CompanyURL.com).

Thank you for calling and have a great day.

### **Example 10**

Thank you for calling (Company Name). Your number one source for outstanding Web hosting.

Our normal business hours are Monday through Friday from 8:00 am to 5:00 pm Eastern Standard Time.

We are located at 55 Broad Street in New York City.

You may also visit our website at [www.CompanyName.net](http://www.CompanyName.net)

Please leave a detailed message, and someone will return your call as quickly as possible.