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FREE SCRIPT SHEET

Voicemail greeting scripts for small businesses

Eight fill-in scripts, a timing check and a one-minute test, on one sheet.

Your details

Business name: _____ Short booking address: _____

Callback promise in opening hours: _____ After hours: _____

The eight scripts

1. On a job

> You've reached [business], this is [name]. I'm with a customer right now. Leave your name, number and what you need, and I'll call you back within [time]. To book straight away, go to [address].

2. After hours

> Thanks for calling [business]. We're closed now and open again at [time] on [day]. Leave a message and we'll call you back then, or book a time at [address].

3. Weekend

> You've reached [business]. We're back on [day] at [time]. Leave a message, or book online at [address] and you'll get a confirmation straight away.

4. Holiday closure

> [Business] is closed from [date] until [date]. We'll return every message on [date]. For an emergency, call [number].

5. Quotes and pricing questions

> Thanks for calling [business]. If you're after a price, the quickest way is the form at [address]; we reply the same working day. Otherwise, leave a message and we'll call you back within [time].

6. Fully booked

> You've reached [business]. We're booked up until [date]. Leave your details and we'll call you about the first free slot, or see our availability at [address].

7. Team or front desk

> Thanks for calling [business]. Everyone's helping customers right now. Leave your name, number and the best time to reach you, and the next free person will call you back within [time].

8. Emergency line

> You've reached [business]. If this is an emergency, call [number] now. For anything else, leave a message and we'll call you back by [time].

Before you save it

- [ ] Under about 25 seconds read aloud
- [ ] Says when you will call back, not just "as soon as possible"
- [ ] Web address is short and spelled out
- [ ] Tested from another phone
- [ ] Matches the hours on your website and Google profile

The full guide: fynl.io/blog/small-business-voicemail-greeting-examples/ Free calculator: fynl.io/missed-call-cost-calculator