

HeyGen voice clone: recording checklist and 10 scripts

A one-page checklist for recording a sample worth cloning, plus ten short scripts a small business can paste into HeyGen and let the clone read. Companion to the Fynl guide to HeyGen Voice (October 2026).

WHAT THIS ADDS

The clone copies whatever you give it. Ten minutes on the sample saves you from a voice that sounds flat for months. Then stop recording: type the script, let the clone read it, post.

Recording checklist

- **Room:** quiet, soft surfaces (a bedroom or a car beats a kitchen). No fan, no music, no open window.
- **Mic:** your phone's voice memo app held a hand's width from your mouth, or an external mic. Not the laptop's built-in mic (HeyGen's own advice).
- **Length:** one to three minutes. HeyGen's instant clone uses only the first three minutes.
- **Format:** MP3 or WAV. OGG only works from a public URL.
- **Delivery:** talk the way you talk to a customer. A little emotion, normal speed, normal pauses. Do not read in a flat "announcer" voice unless that is how you want every video to sound.
- **Content:** read the sample script below, then keep talking about a real job until you pass a minute.
- **Check:** play it back. If you hear a hum, a click or an echo, record again. The clone will copy it.
- **Consent:** clone only yourself, or a voice whose owner has agreed in writing. HeyGen requires explicit consent.

Sample script to record (about 60 seconds)

Hi, this is [your name] from [business]. Thanks for getting in touch.
Here's how we work. You tell us what you need, we send a quote the same day, and once you approve it we book the job.
Most people ask about price first, so here it is: our most popular service starts at [price], and that includes [what it includes].
If you ever have a question, you can reply to this message, call the office, or book a time online. We usually answer within an hour during the day.
One more thing. We're a small team, so when you call, you get one of us, not a call centre.
Thanks again, and talk soon.

Ten scripts for your clone to read

Change the names, prices and dates. Keep the sentences short. Put a full stop where you want a pause, and spell out anything you want said a particular way ("five p m", "A-C-M-E").

1. New service announcement

Quick update from [business]. Starting [date], we offer [new service]. It's for anyone who [problem it solves]. Prices start at [price]. Book online at [website] or reply to this message.

2. Same-day quote

Want a price today? Send us a photo of the job and your postcode, and you'll have a quote by five p m. No site visit needed for most jobs. Message us at [number] or go to [website].

3. Booking confirmation

Hi [name], this is [your name] from [business]. You're booked for [day] at [time]. We'll text you when we're on the way. If anything changes, reply to this message and we'll sort it out.

4. Day-before reminder

Hi [name], a quick reminder that we're coming tomorrow at [time]. Please leave [access instruction, e.g. the side gate unlocked]. See you then.

5. Review request

Thanks for choosing [business], [name]. If you were happy with the work, a short Google review helps us more than you'd think. The link is in this message. It takes about a minute. Thank you.

6. Invoice reminder (friendly)

Hi [name], this is [your name] at [business]. Invoice [number] for [amount] was due on [date]. If it's already on its way, ignore this. If not, the payment link is in this message. Thanks.

7. Seasonal offer

It's [season], which means [seasonal problem]. Until [date], [service] is [offer, e.g. ten percent off] for existing customers. Book before [date] at [website].

8. We're closed / holiday hours

Hi, it's [your name] from [business]. We're closed from [date] to [date]. Emergencies, call [number]. Everything else, leave a message and we'll reply on [return date]. Have a good break.

9. Lost-lead follow-up

Hi [name], [your name] here from [business]. We sent a quote a couple of weeks ago and haven't heard back, which is fine. If the timing was off, tell us when suits and we'll hold the price. If you went elsewhere, no problem, thanks for considering us.

10. How-to tip (30-second social video)

Here's the one thing most people get wrong with [topic]. They [common mistake]. Instead, [the fix], and [why it works]. Takes two minutes. If you'd rather we did it, the link's below.

Before you post

- Listen to the whole take once. Clones mispronounce names and numbers; spell them out and generate again.
- Say somewhere in the caption that the voice is AI-generated if viewers would assume you recorded it live.
- Keep one master recording. If you ever want a better clone, you will re-record anyway, so note what mic and room you used.

DO THIS

Record one to three minutes on your phone in a quiet room, reading the sample script below in your normal talking voice. Clone it in HeyGen (script panel > click the voice > Add New Voice > Create New Voice). Then pick a script from the ten here, change the names and numbers, paste it in, and generate.

What Fynl.io is

One portal a small business runs itself on, instead of five subscriptions that do not talk to each other.

- A CRM and pipeline that shows every lead and where it stopped
- A calendar clients can book straight into
- Quotes, contracts and invoices, with deposits taken up front
- A website and form builder, so the enquiry lands in the same place
- Your Gmail connected, so the whole thread sits on the contact
- Automations for the follow-up you keep forgetting to send

The AI runs on **your own Claude or ChatGPT key** — no markup on it. No SMS or phone calls yet. \$49/month per business, \$149 Agency, and we move your contacts over for you.

Every script here is the kind of message that already sits in your Fynl portal: a quote going out, an invoice reminder, a booking confirmation, a review request. Paste it into HeyGen and your clone says it for you.

Sources

- HeyGen Academy: How to create a new voice — <https://www.heygen.com/academy/voices/how-to-create-a-new-voice>
- HeyGen developer docs: HeyGen Voice instant clone — <https://developers.heygen.com/docs/voices/heygen-voice-instant-clone>
- Full guide: fynl.io/guides/heygen-voice-clone/ — <https://fynl.io/guides/heygen-voice-clone/>