### Unavailable message 1

Hi! Unfortunately, we're not available right now. Please leave a brief message and we'll get back to you as soon as possible. Thank you.

# Unavailable message 2

Hi. Sorry, we can't take your call right now, but we'll get back to you as soon as we're available. Please leave your name, number, and a reason for your call. Thanks.

#### Unavailable message 3

Hello and thank you for calling. I can't come to the phone right now so please leave your name, number and a brief message and I'll get back to you as soon as I can.

## Unavailable message 4

Hello, unfortunately, we're unable to take your call at the moment. We know your time is precious, so instead of sitting around on hold, we'll call you back. Please leave your name, number and a reason for your call. Thank you.

## **Busy message 1**

Hi, sorry I missed your call. I'm really busy today, but if you leave your name, phone number, and a short message, I'll get back to you as soon as possible. Thank you.

#### Busy message 2

Hello, thanks for calling. We're busy helping other customers at the moment. Please call back later.

### Out of hours message 1

Thanks for calling. Unfortunately, you've reached us after-hours. If you leave your name, number and a short message, we'll call you back when we're open.

### Out of hours message 2

Hello, thanks for calling. Our office is closed for the day. Please try again tomorrow. Goodbye.

#### Out of hours message 3

Hello and thank you for calling. We're currently closed. Please leave your name and number and we'll get back to you as soon as possible.

#### On hold message 1

Hello, thank you for calling. All our agents are currently busy. Please hold and we'll be with you shortly.

#### On hold message 2

Hello, thank you for calling – please hold while we transfer you.

#### On hold message 3

Thanks for holding, your call will be dealt with as soon as possible.

#### On hold message 4

We're sorry to keep you waiting, your call will be handled shortly.

### On hold message 5

Please continue to hold and an operator will be with you soon.

### **COVID** message 1

Hello and thanks for calling. Due to the current restrictions, we're now closed. If you'd like to leave a message, please do so after the tone and we'll get back to you as soon as we can. Thank you.

## **COVID** message 2

Hello and thanks for calling. Due to the current restrictions, we're working from home. If you'd like to leave a message, please do so after the tone and we'll get back to you as soon as we can. Thank you.

# COVID message 3

Hello. Due to the pandemic, the business has ceased trading. Thank you.