

# Phone Standards

## **Voicemail:**

Hi, you've reached the voicemail of (your name).

- I am in the office, but I'm either on my phone or away from my desk;
- I am in the office but will be in meetings all day;
- I am out of the office on business; or
- I am out of the office on vacation.

Please leave a message and I will call you back at my first opportunity.

If you need immediate assistance, please call (coworker's name) at (coworkers's number).

Thank you for calling First Advantage Bank.

## **Phone Greeting:**

First Advantage Bank this is (your name). How can I help you?