ASSISTANT

# AI receptionist call script

What it says when you miss the call.

1. **Greet**
   Thanks for calling [business]. How can I help?

2. **Find the need**
   What do you need and when?

3. **Capture**
   Name, number and the job in one sentence.

4. **Book**
   Offer two open times and confirm one.

5. **Hand off**
   Text you a summary so you can follow up.

**How to use it** Write your own version of these five lines first, then set it up.