

"Back-up Script"

If a client asks you anything you are unsure of, or if you need to research an answer, **do not** "wing it." Instead, say:

"That's a **great** question, Mr./Mrs. [Name], I'll write that down and get back with you later today."

Or

"That's a **great** question, Mr./Mrs. [Name], I'll have my [Team Leader] answer that for you by this evening."

Then be sure that you follow through by calling back with an answer within the timeframe you promised.

Write down everything that you promise and adopt a policy of **under promise** and **over deliver**.