



Auto Attendant Planning Worksheet

Site Name: _____

Phone number attended: _____

Number of rings before answer: _____

Work order number: _____

1) Welcome Message:

Thank you for calling _____

To better serve you, please listen to the following options. Press 0 at any time to connect to the main office.

Option 0– Main Office

Forward caller to extension: _____

2) Spanish Language Option:

My site desires a Spanish language option

Forward caller to extension: _____

3) Caller Options:

Option 1– For _____ press 1.

Forward caller to extension: _____

Option 2– For _____ press 2.

Forward caller to extension: _____

Option 3– For _____ press 3.

Forward caller to extension: _____

Option 4– For _____ press 4.

Forward caller to extension: _____