

You are in good hands with [DEDACOM](#), as it offers you years of experience. However, here are a few tips:

- Write a standard text for all employees (M/F) of the company.
- Keep the message brief and to the point (calls are paid for by your clients).
- Think about whether you want to mention an email address or rather promise to call back.
- Intonation! It is customary to present a business text in a businesslike way, but the [voice-over](#) can vary on this theme.

Examples of voice mail messages:

1.

Hello, this is <(first) name>. You can leave a message after the beep, and I will return your call as soon as possible. Thank you.

2.

Hello, you have reached <(first) name>. Please leave a message after the beep. Thank you.

3.

<(first) name> is unable to answer your call at this time. Please leave a message after the beep. Thank you.

4.

You have reached <name> of <company name>, if you leave a message after the beep someone will return your call as soon as possible.

You can also send an email to: <e-mail address>. Thank you.

Voice-samples and other information about our services can be found at: www.dedacom.nl