



4 Small Business Voicemail Examples You Can Use Right Now

1. *Hi, this is [name]. I can't come to the phone right now. Your call is valued, so leave your name and number and I'll get back to you as soon I can.*

2. *Hi, this is [name]. I can't get to the phone right now, but leave your name and number and I'll get back to you as soon as I can. If you need to speak with someone immediately, contact my assistant, [name] at [local or toll-free number].*

3. *Thank you for calling. You have reached the office of [name], [position at company]. I am either speaking with another client or I am away from my desk. If this is an emergency, please call my answering service at [number]. Otherwise, please leave a detailed, confidential message after the tone, and I will return your call as soon as possible. Thank you.*

4. *Thank you for calling [name] at [company]. I'm currently assisting another client, but if you'd like to remain on hold, press 1 on your phone keypad. I'll answer your call shortly. If you'd like me to call you back, press 2 and please leave a message with your name, number, and other vital details, and I'll return your call as soon as possible. You can also press 3 to return to the office main menu and speak with another company representative.*

Create Your Own Message: