

Business Call Processing

Call From Public

Give the Information below (or similar information) as it is asked for by the candidate.

This is Jim Parks at the bank; may I speak with the chief?

(Chief not in)

I need to speak with the chief about a building project we are starting here at the bank, and I need to know about water availability for fire control in our area.

My phone number is 555-2121.

I am in the office each day from 9am-5pm, M-F.