

How to Call a Business Back

(or visit :)

You don't have to follow this word for word but you can if you want to. It just gives you an example for the conversation

- Hello, this is _____, may I please speak with the manager or the person who handles your advertising?
- I'm _____, a student at West Shore Christian Academy. I was in, (**OR** called), a few weeks ago to ask if your business would consider placing an ad in the playbill for our Spring musical; Seussical the Musical.
- Thanks so much for considering that! I just want to remind you that the deadline for sending the artwork and payment for those ads is Monday, February 19.
- We're designing the play bill now (*then say either option below, which ever you like better*)
 - so would you like us to save a spot for your ad that you'll be sending? OR
 - may we expect an ad from your business in the next week?

Either way thank them for their time in speaking with you and close the call.

Ta da! You're done. :)