



<b>DATE:</b>	Ongoing	<b>CLIENT:</b>	Big Rig Shipping
<b>COPY BY:</b>	LW	<b>TITLE:</b>	Big Rig Shipping Auto Attendant
<b>PROOFED BY:</b>	ME	<b>READ STYLE:</b>	Friendly, conversational

<b>PROMPT / NOTES:</b>	<b>COPY:</b>
Prompt 1	Welcome to Big Rig Shipping – offering you a turn-key solution to improve your shipping efficiency. If you are a current employee, press one, otherwise please press two. You can also press the star key for our dial by name directory.
Prompt 2	For dispatch, press one. For safety, press two. For human resources, press three. To repeat these options, press the pound key. To return to the main menu, press the star key. Thanks, and have a great day.
Prompt 3	You have reached our human resources department. If you are an employee needing payroll assistance, press one. For employment verifications, press two and listen closely to the message. For all other H R needs, press three. To repeat these options, press the pound key.