

"Your Telephone Personality"

WHEN RECEIVING A CALL ANSWER PROMPTLY

When your telephone rings get the conversation off on the right track by answering promptly . . . at the first ring if possible. Otherwise your caller may hang up and take his business elsewhere.

Prompt answering helps build a reputation of efficiency for you and your company.

IDENTIFY YOURSELF

For example, say, "This is Jones," "Order Department-Miss Johnson"-or "Dunlop & Grant, Mr. Grant." Avoid the time wasting, out-of-date "hello."

REMEMBER TO SPEAK DISTINCTLY

You can't do it with gum, candy or pencil in your mouth! And it's not necessary to shout. A loud voice sounds gruff and unpleasant over the telephone. It is equally unpleasant to listen to someone who whispers or mumbles.

AND BE FRIENDLY

Make the caller glad he called **your** company rather than another. Give him your undivided attention. Take advantage of opportunities for being helpful and informative.

It's friendly, too-to say, "Will you wait-or shall I call you back" when you must leave the line to get information. It gives the caller a choice of waiting on the line-or having you call back with that information. He'll like that!

KEEP YOUR PROMISES

A broken promise may mean a canceled order . . . a lost customer . . . and many months of trying to regain his good will. If you make any promises to call back with more information, or about delivery or stock-do everything you can to follow through. If you are careful about this you will build a reputation for being reliable and trustworthy.

LET THE CALLER HANG UP FIRST

It's courteous to wait for the caller's good-bye. And if you're not too hasty, it may be profitable in last-minute orders or special instructions.

GOING OUT?

Don't forget to leave word. Tell the person who'll answer your telephone where you can be reached and the time you'll be back. That way, you will get all your messages.

PMAS -	Crabgrass and Turf Disease Control
CADDY -	Economical and Effective - Liquid Cadmium Fungicide
SPOTRETE	- 75% Thiuram Fungicide
	 A broad-spectrum wettable powder fungicide and rass killer containing phenyl mercury and thiram.
	' — Disodium Methyl Arsonate (DSMA) in wettable er (highest concentrations) and liquids.
"SUPER M	ETHAR" - The new "AMA" liquid crabgrass killer.
	CLEARYS MCPP
lion, or P	ive control of Chickweeds, Knotweeds, Clover, Dande- Nantain in Bentgrass Greens and Fairways as well as Fescues, and their mixture.
	"ALL WET"
Added	to Water Obtains Quicker and Deeper Penetration Retains Moisture, Prevents Dew
	. CLEARY CORPORATION