



DIGITAL MARKETING EXCLUSIVELY FOR SMALL BUSINESS

Sample of EmailPRO™ Professional Project Management Scripts

Offered in Individual Modules or the Complete Set of 35 Scripts

EmailPRO™ scripts cover nearly every eventuality an agency will encounter in communications with prospects and clients. In addition to professionally written emails, we've included informative tips on how to make best use of the emails. Here's a sample:



EmailPRO™ Hint

Clients are busy, so you'll want to confirm every scheduled conversation in writing. It's also courteous to estimate for the client how much of their time will be required. Use a variant of this email to confirm other client conversations like pricing/service discussions, design reviews, and follow on work.

EMAIL 1.2 Confirming Initial Discussion

SUBJECT: Confirming our [digital marketing/website design] discussion on [date].

Thank you for your interest in our [digital marketing/website design] services. In response to your email of [date], we are confirming a phone conversation to discuss your specific needs as follows:

[date/time]

Our initial client discussions usually take [time]. We look forward to talking to you!

bentoakmarketing.com

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We Know Small Business™