Professional business voicemail greetings

1. Hi, you’ve reached [*you name]* of [*your business*]. I’m sorry that I’m not available to answer your call at the present time. Please leave your name, number and a quick message at the tone and I’ll forward your message to the appropriate person.
2. Hi this is [*you name*], I’m either away from my desk or on the phone, please leave your name and number along with a short message and I’ll be sure to get back to you.
3. Hello, you have reached the office of [*your name*]; I will be out of my office starting on [*date*] and will be returning on [*date*]. You can call me when I return or leave a brief message. If this is an emergency I can be reached on my cell, which is [*your number*].
4. Hi, this is [*your name*] of [*your business*]. I’m currently unable to take your call. Please leave your name, phone number, and a brief message, and I will contact you as soon as possible. Thanks.
5. You have reached [*your business*]. All of our sales representatives are busy serving other customers but we would like to return your call as soon as possible. For current pricing information or to check the status of your order, please visit us on the web at [*your website*]. Otherwise, please leave us a message with your name and number after the tone. If you would like to return to the previous menu, press the [*key to main menu*].
6. You have reached [*your business*]. We are currently closed. Our normal hours of operations are from [*hours*] [*days*]. We are closed on [*days*]. Please leave us a message with your name and number and we will return your call when the office reopens. You may hang up after leaving your message or press the [*key*] for additional options. Thank you for calling.
7. You have reached [*your business*]. All of our representatives are currently busy helping other callers. Rather than wasting your valuable time on hold, we would like to return your call within two business hours. Please leave us a detailed message with your name and number and we will return your call. Thank you for calling and have a great day.