**Voicemail Greeting**

1. Hello. You have reached Jim Bucki. Unfortunately, I cannot take your call right now, but I would like to return it as soon as I can. So please leave me a message after the beep.
2. Hi. This is Jim Bucki. I can't answer the phone right now, but if you leave me a message with your name and phone number, I will return your call as soon as possible.
3. You have reached Jim Bucki. I can't take your call at this moment but please don't hesitate to leave a message after the tone. I will return your call as soon as I am able. If you need immediate assistance, please call my secretary, Susan Smith, at extension 6338. Thank you for calling. Goodbye.
4. You have reached Jim Bucki, your guide to Operations Technology. Unfortunately, I can't take your call right now, but if you leave me a message and include your name and telephone number, I will get back to you as soon as I can. You can also contact me via email at operationstech@XYZ.com. Thank you for calling.
5. Hello. You have reached Jim Bucki. I cannot answer the phone right now but I will return your call as soon as I can. If this is regarding a recent order, please call our [Customer Service](https://www.thebalance.com/customer-service-2221033) department at 1-800-555-1212. They are available Monday thru Friday from 8 a.m. until 5 p.m. Eastern Time. Or you can login to our website. Otherwise, please leave a message after the beep.
6. Thank you for calling. You have reached the office of Jim Bucki, Guide to Operations Technology. I am either talking with another client or I am away from my desk. If this is an emergency, please call my answering service at 1-800-555-1212, 24 hours a day. Otherwise, please leave a detailed, confidential message after the tone and I will return your call when I am available. Thank you.