

COLD CALLS – ARRANGING A MEETING_PART TWO

Reception: *Jacobs Marketing, how can I help you?*

Kyle: *Could I speak to Jane Seagrove in the IT department, please?*

Reception: *Just a moment, sir. Who shall I say is calling?*

Kyle: *It's Kyle Brant from B&J Enterprises.*

Reception: *Just a moment, please.*

Jane: *This is Jane Seagrove speaking.*

Kyle: *Hello, Ms Seagrove. My name is Kyle Brant and I'm calling from B&J Enterprises with an opportunity to demonstrate some of our new networking software, aimed specifically at Marketing Companies.*

Jane: *Right, I was just looking at one of your brochures yesterday and some of your software seemed quite useful.*

Kyle: *Well, it should be because we've tailored it for companies just like yours. Perhaps I could meet you, see what your needs are, and advise you on which software would be most suitable for your company.*

Jane: *Well, I'm rather tied up at the moment - certainly for the rest of this week anyway.*

Kyle: *Well, how does your schedule look next week? I'll be in your area on Thursday and Friday.*

Jane: *Let me just check. Just a moment. (pause). I can't make Thursday but Friday's possible.*

Kyle: *Great. Well I'm meeting an old client in the building next to you at 10. That shouldn't take too long. How about at 11?*

Jane: *Let's see. Well, I have a planning meeting at 10.30. That should be over by about 11.15. What about 11.30?*

Kyle: *Yes, that's fine.*

Jane: *I can give you a maximum of 30 minutes as I have a business lunch appointment at 12.30.*

Kyle: *That's fine. OK, shall I come straight up to your office on the 10th floor?*

Jane: *No, could you ask the girl at reception to call me when you arrive and I'll come down. You need an escort to access the offices.*

Kyle: *OK. So just to confirm. Ms Seagrove, I'll meet you next Friday - that's September 3 - at 11.30.*

Jane: *Fine. I look forward to seeing you. Bye.*

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