Alert Message:

“This is a phone alert message.”

The situation is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The expected duration is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My call back number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The special instructions are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you get a voicemail or don’t make contact, call the next person in your branch.

**Template**

|  |
| --- |
| Main Branch |
| Branch 1 |  Branch 2 | Branch 3 |
| Branch 1.1.1 | Branch 1.2.1 | Branch 1.3.1 | Branch 2.1.1 | Branch 2.2.1 | Branch 2.3.1 | Branch 3.1.1 | Branch 3.2.1 | Branch 3.3.1 |
| Branch 1.1.2 | Branch 1.2.2 | Branch 1.3.2 | Branch 2.1.2 | Branch 2.2.2 | Branch 2.3.2 | Branch 3.1.2 | Branch 3.2.2 | Branch 3.3.2 |
| Branch 1.1.3 | Branch 1.2.3 | Branch 1.3.3 | Branch 2.1.3 | Branch 2.2.3 | Branch 2.3.3 | Branch 3.1.3 | Branch 3.2.3 | Branch 3.3.3 |
| Branch 1 | Branch 1 | Branch 1 | Branch 2 | Branch 2 | Branch 2 | Branch 3 | Branch 3 | Branch 3 |

**Sample**

|  |
| --- |
| Ruth999-555-1234 |
| Ross999-555-1234Status to Ruth after status calls from Cathy, Sarah and John |  Jill999-555-1234Status to Ruth after status calls from Mary, Al and Bill | Paul999-555-1234Status to Ruth after status call from Pat, Jack and David |
| Michelle999-555-1234 | Mike999-555-1234 | Kevin999-555-1234 | Steve 999-555-1234 | Joe999-555-1234 | Skip999-555-1234 | Karen999-555-1234 | Jennifer999-555-1234 | Jeff999-555-1234 |
| Bob999-555-1234 | Alice999-555-1234 | Julie999-555-1234 | Rick999-555-1234 | Angelia999-555-1234 | Susan999-555-1234 | Jim999-555-1234 | Curtis999-555-1234 | Lisa999-555-1234 |
| Cathy999-555-1234 | Sarah999-555-1234 | John999-555-1234 | Mary 999-555-1234 | Al999-555-1234 | Bill999-555-1234 | Pat999-555-1234 | Jack999-555-1234 | David999-555-1234 |
| Status to Ross | Status to Ross | Status to Ross | Status to Jill | Status to Jill | Status to Jill | Status to Paul | Status to Paul | Status to Paul |