Email Follow Up Script 1

**Subject line: (never use “follow up” in the subject line. Better to use a subject line that is relevant to the purpose of the email – which is to get them to accept your quote)**

**e.g. Let’s talk about your (insert project name here e.g. new garden, new water heater, new security system etc)**

**or**

**Quote for your (insert project here)**

*Hi (Name),*

*I hope you’re doing well today.*

*I enjoyed talking with you about your (insert project here).*

*I haven’t heard back from you and was wondering how you are getting on with the quote we gave you?*

*We’re super busy over the next (insert time frame e.g. 4 weeks)**but we do have some space later on next week where we could fit your job in…would like us to book you in?*

**(Tell them how to accept the quote e.g. if you want to go ahead please click the link below to accept our quote)**

*If you’re not ready yet, that’s no problem.*

*If you have any got any questions about our quote, please let me know by replying to this email? I’d love to work with you to get this happening.*

*Best regards,*

*(Your Name)*

Email Follow Up Script 2

**Subject Line: (Ask a question)**

**e.g. Do you still need a (insert your trade here e.g. Plumber, Landscaper, Painter etc)?**

*Hi (Name),*

*I hope you’re doing well.*

*I haven’t heard back from you about the quote we gave you for (project name e.g. water heater, security system, landscaping project etc).*

*Have you been too busy to get back?*

*Have you decided to use another (insert trade here)?*

*Is it not the right time for you?*

*Or is there something else that we didn’t get quite right for you?*

*Let me know. I’d love to work with you get this sorted for you.*

*Regards*

*(Your Name)*

*P.S. We’re super busy over the next (insert time frame e.g. 4 weeks) but we do have some space later on next week so if you want to go ahead we could fit your job in then…would like us to book you in?*

*(Tell them how to accept the quote e.g. if you want to go ahead please click the link below to accept our quote)*