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A Monday auto-reply is not a booked visit

A received note is not a booking.



2/9

A visitor can send a Monday form and only get a received note

They will not guess when you answer.



3/9

**Name the first reply window
on your confirmation**

One line. On the confirmation.



4/9

Name who answers

A received note is not a person.



5/9

If the first reply is Monday morning, say Monday morning

Do not imply the job is booked.



6/9

Test the form yourself before your first job

Send it. Read what they read.



7/9

Do not add a second page to hold the window

Fix the confirmation you already have.



8/9

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