



# Contact Verification Script

Membership lists die off at a rate of 10% per year. If you aren't verifying the contact information of your membership regularly, you will lose the information that you worked so hard to get!

## Script:

Hi. This is \_\_\_\_\_ with the National Association of Businesses and I'm calling to verify your company information to send an invitation to an upcoming event.

Q1: Would you please confirm this is your current mailing address: 123 Opportunity Lane, Anytown, USA, 11111?"

YES	2
NO	1-A
REFUSE	Close 1

Q1-A: Oh ok. What is your current mailing address?

ALL	2
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Q2: And I have Mr. John Doe as your President and CEO. Is that correct?

YES	3-A
NO	2-A
Missing Salutation	2-B
REFUSE	Close 1

Q2-A: Oh ok. Who would that be now? (Make sure you include Mr., Ms. etc.)

ALL	3
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Q3: Great - and does he/she go by FIRSTNAME or a nickname?

Firstname	4
Nickname	3-A
Unsure / Refused	4

Q3-A: Enter nickname here:

ALL	4
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Q4: Great. And What is his/her email address?

ALL	5
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If refuse, leave blank.

Q5: And is there a direct number for his/her office?

ALL	Close 2
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If refuse, leave blank.

Close 1: Ok. Well thanks for your time today. If you'd like more information, you can find us on the web at www dot N - A - B dot org. Have a great day.

Close 2: Wonderful. Thank you so much for providing all of this information! If you'd like more information about what we're doing to help promote American Businesses, you can find us on the web at www dot N - A - B dot org. Have a great day.