# FIT Meeting Confirmation Call Script

**Client Onboarding STEP 4**

Use the following telephone script as a guide to assist you with confirming the FIT Meeting.

* May I please speak with [Potential New Client] please?
* This is [Your Name] calling from [Organization].
* I'm calling to confirm your appointment at [time], on [date].
* Do you have any questions about where our office is located or the availability of parking in the area?

**Answer questions appropriately.**

* Thank you [Potential New Client].
* I look forward to meeting you.