



Appointment Confirmation Email Template

The Appointment Confirmation Email template is designed to help you reduce cancelled appointments and no-shows. It also set a great first impression for your company and helps separate yourself from the competition. You can use this in letter or email format.

Feel free to use this template in your business... it's on the next page. Simply highlight the text, copy, and then paste into your email program or word processor.

This is just one of many templates in MarketSharp. The following home improvement specific templates are loaded into MarketSharp and ready to use.

- 117 postcard templates – jobsite marketing, home show invitations, home show follow-up, open house invitation, pre-appointment reminder, unsold lead follow up, thank you note, referral program, future interest, etc.
- 99 sales letter templates – i.e. jobsite marketing, home show invitations, home show follow-up, open house invitation, pre-appointment reminder, unsold lead follow up, thank you note, referral program, future interest, post job survey, lead paint documentation, lien waiver, collections, etc.
- 26 forms – lead sheet, measure sheet, closing sheet, company info, project summary, balance due, completion certificate, job cost, referral card, telemarketing release form, etc.
- 8 list report templates – phone call list, appointment list, lead paint audit, customer list, etc.
- 46 email templates – newsletter, appointment reminder, upcoming home show, check out Houzz, event notices, open house, Home Advisor rating, annual inspection, past customer sale, testimonial request, referral solicitation, online review request, project completion thank you, post appointment thank you, etc.
- 27 report templates – lead cost, closing ratios, DNC audit, call center, canvasser performance, lead setter performance, telemarketer performance, promoter performance, confirmation performance, lead source summary, job cost, production, commission, demographics, install volume, payments, balance due, sales, product, service, etc.

Here's the GOOD NEWS... MarketSharp can automate your marketing and grow your sales.

A 5-minute phone call is the best way to see if this is for real. You'll see how over 3,200 other remodelers across the U.S. and Canada are using this system to grow their business.

**If you'd like to automate your marketing and grow your sales,
call 1-800-335-4254 ext. 1 for a 5-minute discovery session.**

Appointment Confirmation Email Template

Appointment Reminder...

Hello <<Contact.First_Name>>,

I just wanted to drop you a quick note to let you know our records indicate that we have **an appointment scheduled in the near future** to discuss one of our fine home improvement products for your home. Thanks for setting time aside to brainstorm ideas on the project you are considering.



Please make a note on your calendar concerning the following details...

- **Appointment Date:** <<Appointment.Date>>
- **Appointment Time:** <<Appointment.Time>>

Your interest in improving your home is not unusual. More and more people are taking advantage of today's exciting home improvement products which not only beautify a home and minimize tiresome maintenance, many of these products actually pay for themselves in reduced energy costs!

Our company, <<Company.Name>>, has been serving homeowners in the area for years. We have hundreds of local installations and when we get together I'll be fully prepared to get you the information you need to help make your project a reality.

Thanks again for your interest and I'll see you soon.

Sincerely,

<<Salesperson>>
<<Company.Phone>>
<<Company.Website>>

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Upcoming Appointment Reminder

Jason Oefstedahl <jason@marketsharp.com>

Sent: Fri 10/17/2014 3:54 PM

To: Jason Oefstedahl

Appointment Reminder...

Hello Stephen,

I just wanted to drop you a quick note to let you know our records indicate that we have **an appointment scheduled in the near future** to discuss one of our fine home improvement products for your home. Thanks for setting time aside to brainstorm ideas on the project you are considering.



Please make a note on your calendar concerning the following details...

- **Appointment Date: 10/23/2014**
- **Appointment Time: 4:00 PM**

Your interest in improving your home is not unusual. More and more people are taking advantage of today's exciting home improvement products which not only beautify a home and minimize tiresome maintenance, many of these products actually pay for themselves in reduced energy costs!

Our company, XYZ Remodeling, has been serving homeowners in the area for years. We have hundreds of local installations and when we get together I'll be fully prepared to get you the information you need to help make your project a reality.

Thanks again for your interest and I'll see you soon.

Sincerely,

I

Jack Smith
(800) 335-4254
www.xyzremodeling.com

XYZ Remodeling, Inc. | 505 King St | La Crosse | Wisconsin | 54601

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