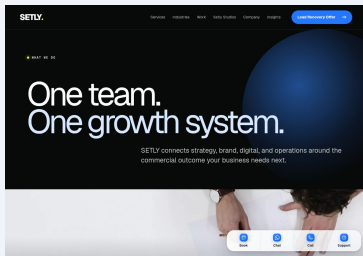


AI greeting and expectation script

Tell visitors what the assistant can actually do.



FROM THE SETLY PROJECT LIBRARY

A real project screenshot for visual inspiration. Follow the written steps for your own business.

YOUR ACTION PLAN

- 1 Identify it as an automated assistant in plain language.
- 2 Offer a small set of useful tasks.
- 3 Explain when a person will take over.
- 4 Avoid claiming access to bookings or accounts unless that connection exists.

EXAMPLE - ILLUSTRATIVE

A chat assistant offers service information and enquiry collection instead of pretending to be a receptionist named Sarah.

CHECK YOUR RESULT

Would a visitor understand they are interacting with automation?

AI greeting and expectation script

Use the prompts below to make this resource specific to your business. Save a local copy after completing it. Keep passwords and private customer data out of this worksheet.

Hi, I am [business]'s automated assistant.

I can help with [approved tasks].

For [exceptions], I will help you contact our team.

What would you like help with?

DONE WHEN

Would a visitor understand they are interacting with automation?

FURTHER READING

[HighLevel Support](#)

Independent Setly planning resource. Platform settings and requirements can change; use the linked official help for current configuration details.