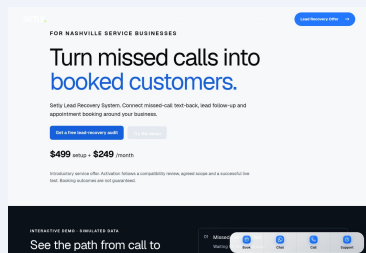


Booking handoff message

Move a qualified enquiry to a useful appointment.



FROM THE SETLY PROJECT LIBRARY

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

YOUR ACTION PLAN

- 1 Confirm what the person wants to discuss.
- 2 Explain the appointment's duration and purpose.
- 3 Share the verified booking route and any preparation needed.
- 4 Keep a reply option available when the suggested booking times do not work.

EXAMPLE - ILLUSTRATIVE

A discovery call asks for a current website link and desired launch date beforehand.

CHECK YOUR RESULT

Does the message explain why booking the appointment is worthwhile?

Booking handoff message

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.

Thanks for explaining [goal].

A [duration] call will help us clarify [decision].

Choose a time here: [verified booking link].

Please bring [information]. Reply if the times do not work.

DONE WHEN

Does the message explain why booking the appointment is worthwhile?

FURTHER READING

[HighLevel Support](#)

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