



## **Standard Operating Procedure Examples**

### **I. Greeting/Phone**

**Whom?**

Answer all calls within 3 rings using proper script.

Office Staff/Estimators

"ABS Collision Repair, \_\_\_\_\_ speaking, May I help you?"

Answer by 3<sup>rd</sup> ring.

If necessary, put current call on hold or ask customer to wait and answer by the 4<sup>th</sup> Ring.

Gain commitment by scheduling estimate appointments  
when possible in Outlook (30 minute slots)

Estimator or Office Staff

Schedule repairs in Staffix Scheduler

Check for capacity or hours.

See Outlook Scheduler SOP

Greet customers as they arrive and qualify their needs

Office Staff/Estimator

Ask which insurance company they are using.

Ask if the insurance company sent them or if they have an insurance estimate.

Have customer complete customer information form

Have customer pull vehicle into Estimate Bay if weather is inclement or offer to pull vehicle in Estimate Bay for them if there is an age or children are a concern

Offer customer seat and refreshments

Notify estimator that customer is here for an estimate

Keep lobby clean and magazines current.

Office Staff/Detail

# Sop For Auto Workshop

**Yijin Wang**



## **Sop For Auto Workshop:**

## Whispering the Techniques of Language: An Mental Quest through **Sop For Auto Workshop**

In a digitally-driven world where screens reign great and quick interaction drowns out the subtleties of language, the profound techniques and mental nuances concealed within words usually go unheard. Yet, situated within the pages of **Sop For Auto Workshop** a fascinating literary value pulsating with organic feelings, lies an exceptional journey waiting to be undertaken. Published by a talented wordsmith, this charming opus invites visitors on an introspective journey, delicately unraveling the veiled truths and profound impact resonating within the material of every word. Within the psychological depths of the moving review, we will embark upon a honest exploration of the book is core styles, dissect its charming publishing design, and fail to the powerful resonance it evokes serious within the recesses of readers hearts.

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