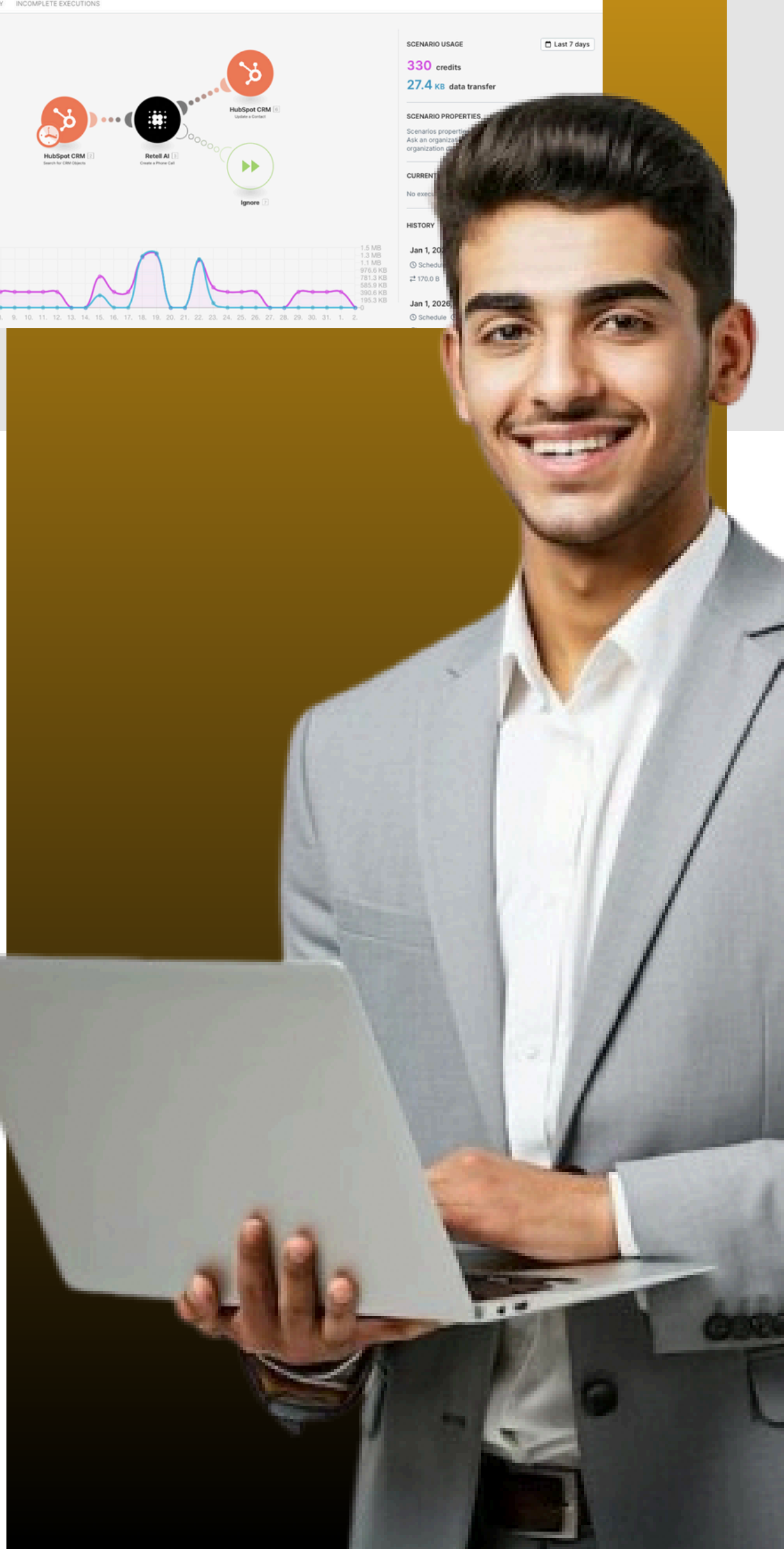
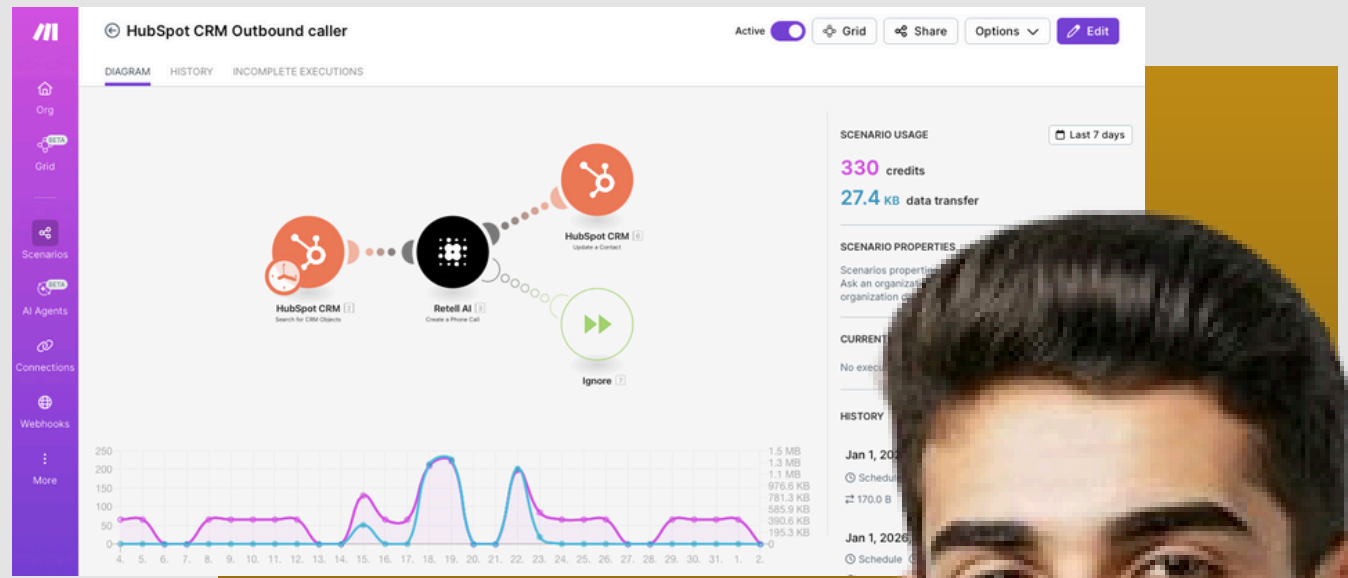




JOB AID

FIRST CLIENT CALL OPENING FRAMEWORK

Helps you open client calls with clarity and professionalism.



Template content

- Greeting and name confirmation:
- Your role and purpose for the call:
- Agenda or intended outcome for the conversation:
- Time check or constraints (if applicable):
- Confirmation question to proceed:

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

