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Telephone Etiquette . 4. Be Sure To: A. Listen Actively B. Show Genuine Concern C. Speak Clearly And Slowly D. Use The Caller's Name E. Ask Appropriate Questions And Take Notes F. Respond To The Caller's Request G. Verify The Caller's Information And Double Check Spelling Of Names And Telephone Numbers H. If You Have To Transfer, Notify 25th, 2024

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Tractors, Pinjore 01733-263825 01733-264114 Tractors Project, Hyderabad
040-23086159 040-23085860 4th, 2024

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