

Telephone Response:



Tell them your name

Area (Do they live near enough?)

Your next available date to take on new pupil

What time of day will they be available for lessons?

Do they know your prices? (Have price list ready.)

Their Name _____

Their Address _____

Tel No: _____ Mobile Phone No: _____

Previous Experience (if any):

First Lesson? – (If so 1.5 Hours minimum, preferably 2 hours)

Must see license (both parts)

Eyesight Test (do they wear specs? – if so bring them)

Shoes (sensible e.g. no flip-flops, high heels etc.)

Pick up Point (if different from above) _____

Date of first lesson: _____

Any questions you need to ask me?

Where did you hear about us?

Have you looked at our web site?

Goodbye – “any problems making the appointment please let me know and please remember to bring both parts of your driving license.”