

GUIDE TO ESTABLISHING & MAINTAINING

GREAT

CUSTOMER SERVICE



BE PROACTIVE & RELIABLE

Be proactive with your customers. If they need something, be sure to act quickly and get them what they need.

LISTEN TO THEIR CONCERNS

If your customer has concerns, listen to them, understand them and address them. Usually they have valid concerns.





COMMUNICATE OFTEN

Communicate with them throughout the entire process: beginning, middle and end. Follow-up often and foster trust with your customers.

ASK FOR FEEDBACK

There is always room for growth. Ask your customers how you can better service them and how your business can improve in different areas.





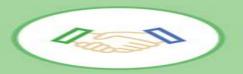
BE RESPECTFUL

Sometimes it's hard to deal with difficult customers. However, remember to maintain a sense of professionalism and respect.

DEVELOP RELATIONSHIPS

Every business wants loyal customers.

Don't just think of your customers as revenue potential; develop meaningful relationships with them.



The Guide To Great Customer Service

Xiang Xie

The Guide To Great Customer Service:

The Complete Idiot's Guide to Great Customer Service Donald W. Blohowiak, 1997 Describes how to create a service oriented organization including training customer service representatives soothing angry customers and understanding employee and customer motivation The Complete Idiot's Guide to Great Customer Service Ron Karr, 2003-01-13 You re no idiot of course You skillfully manage your kids temper tantrums diplomatically handle office politics and even pleasantly deal with your friends bickering But when it comes to handling customer service you feel utterly lost It s time to make great customer service an indispensable part of your daily operation The Complete Idiot's Guide to Great Customer Service teaches you how to create the Service Difference service that genuinely pleases your customers and sets your organization apart TAKE G.R.E.A.T. C.A.R.E! The Ultimate Guide to Great Customer Service! Gerard Assey, 2023-04-13 No business today can afford to ignore two very important people 2C s Your Customer and Your Competitor The person in front of you is your Customer and if this person is not treated well then the person behind you Your Competitor is waiting to grab him as he drops from your list Therefore knowing how to win and retain customers is the single most important business skill that anyone can learn The business world makes way for the person who brings in the business and the money and that s the person who wins and keeps customers In today s service oriented economy excellent service is more than a competitive weapon it s a survival skill but distressingly only a few organizations are really delighting their customers Rest assured that if you don't provide this excellent service someone else would TAKE G R E A T C A R E The Ultimate Guide to Great Customer Service will help you do just that It will help create a memorable experience for every customer by exceeding expectations and going beyond satisfying their needs making it easy to do business thereby making everybody win The Customer your Company and the Employees KEY Contents in the Book 1 The Importance and Benefits of Providing Great Customer Service 2 How Customers are lost 3 How valuable are Customers and what do they really want 4 YOU are the KEY Attributes of a Customer Service Professional 5 Conducting and Presenting Yourself as a Customer Service Professional 6 Steps to a Professional Customer Service Call 7 Professional Telephone Skills 8 Handling Complaints and Irate Customers 9 Steps to Improving your Service Setting Standards 10 Learning to Manage Stress for continued Success 11 A Final Word 12 About the Author Complete Idiot's Guide to Great Customer Service Macmillan General Reference Staff, Macmillan Publishing, MacMillan General Reference, 1998-07-01 The Ultimate Online Customer Service Guide Marsha Collier, 2010-12-15 Make your online customers happy and create new ones with this winning guide Social media gives you an unparalleled vehicle for connecting and engaging with an unlimited number of customers Yet this vehicle is different than other more impersonal forms With social media reps become part of their customers lives They follow back They handle complaints immediately They wish customers happy birthday They grow their brands by involving themselves in communities The Ultimate Online Customer Service Guide gives you the keys to authentic and engaged service to customers through

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