

It is quite easy to handle new leads when you start out on Fiverr. But things get messy when you start getting regular queries about your services from new prospects.

Most of the time, you have to send almost same messages to all the new prospects. And, it can be hectic, because it becomes a repeated task.

Fortunately, for us, Fiverr has introduced “Quick Responses” which is an efficient way of automating your conversation.

You can save quick notes directly in your Fiverr Message Board or Order Page and just send those “Welcome Note”, “Order Delivery Note” and “Requirements Note” with a click of button – finally, you don’t have to type in everything again.

Here’s a list of quick responses that can be used regularly. These are divided and labeled as per the situation – You can definitely edit these quick responses to match your specific niche or your service.

These quick responses are free to use and free to share 😊

Quick Responses for new prospects:**- Sure, let's get started.**

Hi <username>,

Thanks for contacting me. I would be very interested in working with you on this project. <please add details here>

Thanks,
<your username>

Ideal Situation: When someone is interested in your service and message you first to find out if you have appropriate resources and time to do his task.

- Interested, but need more info.

Hi <username>,

Thanks for contacting me. I am interested in working for you and would like to provide you with a custom offer. However, I will need more details, such as <please add details here>

Thanks,
<username>

Ideal Situation: When new prospect contacts you to know if you can perform a specific task but is missing necessary requirements to get started.

Quick Responses if you're not available:**- Off right now.**

Hey,

Thanks for contacting me.

I am actually closing up office after a long day of work but I will be looking into your files as the first thing in the morning.

But if by any chance you want to take a look at my portfolio, you can go here -> <insert portfolio link>

Best,

<your username>

Ideal Situation: You're about to sleep after a long day of work and a new prospect contacts you.

- Out of gadgets.

Hey,

Many thanks for contacting me.

I am just on my way to my work station. I will be getting back to you in couple of hours.

In the mean time, if by any chance you want to take a look at my portfolio, you can go here -> <insert portfolio link>

Best,

<your username>

Ideal Situation: You're away from your workstation and a new prospect contacts you. It is quite effective because it will keep your responsiveness high and response rate to 100%.

Quick Responses for saying 'no':**- No free samples.**

Hey,

Thanks for reaching out.

I am delighted that you're interested in learning more about my service but I am afraid that I do not provide any free sample and I will be not able to fulfill your request.

But if by any chance you want to check my portfolio, you can go here -> <insert portfolio link> or you can check out my past buyer's reviews on my GIGs.

Do let me know if you have any question. I will be happy to answer.

Best,
<your username>

Ideal Situation: When a new prospects contacts to get free work or free sample.

Quick Responses for order process:**- Order delivery note.**

Hey,

Thanks for your ordering my GIG and providing instructions.

I have completed your task as per your instruction.

Please note that if you have any modification, don't hesitate to contact me.

Although if you believe this is perfect, you can complete the order by posting a 5 star review.

Best,
<your username>

Ideal Situation: When delivering an order after finishing up work.

- After doing revision.

Hey,

I have made out all changes you instructed me.

Let me know if it is perfect, although, any modifications are surely welcome.

Do let me know if you have any question before posting a 5 star review on my service.

Best,
<your username>

Ideal Situation: After completing off a modification that buyer has requested.