

Introduction Script

Formal Introduction:

Hi, *client's name*, my name is *your name*, and I am your finance manager today.

I just wanted to give you a little back ground about myself before we get started.

I have been a *FM for over ??? X years* so you are in good hands.

So while I go through your application if I happen to see an opportunity to save you some money would you mind if I bring it to your attention?