

**Pre Call Mailer and**

**Preparing for the call**

Tom Wittman

Advocate for the Success of Contractors

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**Produce a link to a short 40-second**

**(Or less) “What to expect video””**

Video Script

HI, (Name) here. Excited to be helping you design your new system. I’ve attached a link to our meeting below. You might want to be thinking about areas of your home that might be difficult to heat or cool, system noises or anyone struggling from asthma, hay fever or respiratory issues. We might be able to reduce some of those symptoms.

I’ve included areas of your home we may need access to during our visit.

Looking forward to working with you! If you have any questions, feel free to text email or call.

Take Care!

**Add the link to your e-mail - text “Introduction video”**

**From:** Tom Wittman <[coachtomw@gmail.com](mailto:coachtomw@gmail.com" \t "_blank)>  
**Sent:** May 3, 2020 5:51 PM **To:** John Smith JS@gmail.com  
**Subject:** Your Comfort System Design Meeting

[Short Video regarding our HVAC Appointment](https://www.hvaccoachingcorner.com/customer-introduction/%20%E2%80%8E)

List of items we will be inspecting.

Thermostat (s) - Indoor Unit

* Front – Right – Left – Back Flue pipe at furnace (If gas – oil or Propane)
* Filter rack - PVC Drain from the A/C
* Connections to the Ductwork at the furnace
* Nameplate with serial number (if accessible)

Outdoor Unit

* Front – Right – Left – Back
* Copper lines coming out of the house and into the unit
* Electrical Connection

Closets – Gates – Doorways Width and Height

Electrical and plumbing

General condition of ductwork – Attic - Crawl Spaces and Basements

**Prepare your Heating and Cooling Load Calculation with CoolCalc.com**

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