

QUICK TIPS

Acknowledgment

for better business communication

WHEN?



- With communication that requires action
- If there will be delays in taking action
- To confirm receipt of requested information

HOW?



- Through the same platform the request was sent on
- Using automated response with CAUTION to monitor!
- Setting time expectations in taking action

WHY?



- Establishes check and balance for communication
- Creates an alert system if usual pattern not followed
- Strengthens your business relationships