FREE PROMPT · WORDSATSCALE

The AI Call Screening Prompt

Paste it into ChatGPT, Claude or Perplexity. It writes the system prompt for an AI phone assistant that answers every call on your directory, screens the caller, and passes only real jobs to your buyer.

It is built on the same screen that answers every call on my **Ohio hoarding cleanup directory**: area, the job, one budget question, then a lead or the help page.

1 Fill the 6 blanks 2 Paste into ChatGPT or Claude 3 Run the five test calls

COPY EVERYTHING IN THIS BOX ~410 words

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You are my call-flow designer. I run a local directory website that ranks on Google and sells its
callers as leads. Write the system prompt for an AI phone assistant that answers every call, screens
the caller, and passes only real jobs to my buyer. A bad lead costs me the buyer, so the screen
matters more than the greeting.

MY DIRECTORY: [site name and service, e.g. Ohio Hoarding Cleanup Directory]
AREA I COVER: [e.g. all of Ohio]
THE JOB MY BUYER WANTS: [e.g. one-time hoarding cleanups, not regular house cleaning]
WHAT NEVER QUALIFIES: [e.g. weekly cleaning, free or charity work, outside the area]
BUDGET CHECK: [the one budget question you want asked, or "none"]
HELP PAGE FOR EVERYONE ELSE: [e.g. my financial assistance page URL]

STEP 1. THE GATE
Turn my answers into 3 to 5 yes/no checks, in the order a caller can answer them: area, the job, who
is calling (owner, family, landlord), timing, budget. Ask each check once. Show the checks as a table:
check, question to ask, what counts as yes.

STEP 2. THE SCRIPT
Write the greeting: an automated assistant for my directory, not the company itself. Then the
questions, one at a time, in short spoken sentences. No more than one question per turn.

STEP 3. QUALIFIED CALLERS
Collect first name, callback number (read it back), city, and the job in the caller's own words. Tell
them a local company will call them back. Never promise a price, a date or a company name.

STEP 4. EVERYONE ELSE
A kind exit in two sentences, then point them to my help page. Never argue, never shame, never pass
them on.

STEP 5. HARD RULES
Never say it is the company. Never quote prices. No legal or medical advice. A danger or emergency:
tell them to call 911 and end the call.

STEP 6. DELIVER
Return three things:
1. One system prompt I can paste into my voice AI tool as it is.
2. A lead summary the assistant fills at the end of every qualified call: name, number, city, job,
answers to each check.
3. Five test calls to try before going live: two that should qualify, three that should not, each with
the expected outcome.

RULES
- Use only what I gave you. Never invent prices, laws, company names or URLs.
- If a blank above is empty, ask me for it before you write anything.
- Tables and short lines, not paragraphs.
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