

# Buyer-ready meeting path and reply handling

Booking Kit · Client-side meeting path

## BOOKING PATH

### Ready for buyer replies

## REPLY LINE

We can hold Tue 10:30 CET or Thu 14:00 CET. Reply with whichever works better.

## MEETING

### Sample Client (redacted) Discovery Meeting

#### Slot 1: Tue 10:30 CET

25 minutes · Online · Ready for buyer replies

#### Slot 2: Thu 14:00 CET

25 minutes · Online · Ready for buyer replies

## REMINDER SCHEDULE

- 24h reminder: proposed meeting window in 24h. Confirm the one priority to cover.
- 12h reminder: proposed meeting window in 12h. Keep it to 25 minutes.
- 3h reminder: proposed meeting window in 3h. Bring one blocker and one next-step question.

- Slot language and call title match across email reply, PDF, and calendar invite.
- Live meeting link sits in the calendar invite before the first external send; update the file if the link changes.
- Manual approval applies to every contact before outreach begins.

## RESPONSE HANDLING

- Use the same two slots in every follow-up until one is confirmed.
- If the buyer needs to move, offer the same two-slot structure again.
- If the buyer no-shows, send one calm reschedule note and stop.