It’s easy to forget what to say when talking on the phone to someone. To make it easier, you can fill out a script ahead of time to help prepare what you need to say. Then, when you call, all you have to do is follow your script!

Most pizza places will ask the same thing, but it may be in a different order or worded differently. You can say, “one moment please,” if you need time to find your response. Also, if you live with someone, you can ask them for help!

Below is a script for ordering pizza over the phone. All you have to do is fill out the highlighted sections!

Directions:

*Use the template and follow the steps to help prepare for your phone conversation. See the model for an example.*

1. Look up the phone number for the pizza shop that you want to call. You can find their phone number in the phone book or on the internet.

2. Fill out the answers to the questions that the person at the pizza shop will ask you.

3. Call the pizza shop and place your order!
Example:

**Ordering Pizza**

**Pizza Shop Employee**: Would you like to try our special today?

**Me**: 

**Pizza Shop Employee**: Will this be pickup or delivery?

**Me**: 

**Pizza Shop Employee**: What's your phone number?

**Me**: 

**Pizza Shop Employee**: What's your address?

**Me**: 

**Pizza Shop Employee**: What would you like to order?

**Me**: 

**Pizza Shop Employee**: Your total will be $__________. Will that be cash or charge?

**Me**: 

**Pizza Shop Employee**: What's the card number?

**Me**: 

**Pizza Shop Employee**: What is the expiration date?

**Me**: 

**Pizza Shop Employee**: What is the 3 digit security code?

**Me**: 

**Pizza Shop Employee**: That will be delivered in about 30 minutes.

**Me**: 

*Ok. Thank you.*
**Ordering Pizza**

Pizza Shop Employee: Would you like to try our special today?

Me: ____________________________________________________________________________________

Pizza Shop Employee: Will this be pickup or delivery?

Me: ____________________________________________________________________________________

Pizza Shop Employee: What’s your phone number?

Me: ____________________________________________________________________________________

Pizza Shop Employee: What’s your address?

Me: ____________________________________________________________________________________

Pizza Shop Employee: What would you like to order?

Me: ____________________________________________________________________________________

Pizza Shop Employee: Your total will be $___________. Will that be cash or charge?

Me: ____________________________________________________________________________________

Pizza Shop Employee: What’s the card number?

Me: ____________________________________________________________________________________

Pizza Shop Employee: What is the expiration date?

Me: ____________________________________________________________________________________

Pizza Shop Employee: What is the 3 digit security code?

Me: ____________________________________________________________________________________

Pizza Shop Employee: That will be delivered in about 30 minutes.

Me: ____________________________________________________________________________________