

Canned Responses for Email Conversations

Use these pre-made canned responses as a template for your specific needs

For More Information

I would love to meet with you about a wedding cake.

First off, I will need a bit of information from you before we can proceed:

- How many guests would you like your cake to serve:
- What is the general idea you have for the style of cake you are looking for:

This will provide me with enough information to give you a general quote for your cake. If you approve of this quote, we can move forward with setting up a time to meet for a tasting.

Thanks so much!

Tasting Confirmation

Hello! I just wanted to confirm our tasting appointment for [insert date and time]. Please let me know if you cannot make the appointment or need to reschedule!

I look forward to meeting with you and discussing your cake design and tasting some yummy cakes!

Just a friendly reminder, our space is limited so we can only permit a maximum of two guests at a time during tastings.

Thank you so much.

Let me know if you have any questions!

Tasting Address: [insert address]

Phone: [555-555-5555]

Cake Sketch [sent after deposit is made]

Hello! I have attached a copy of your contract and cake sketch! Please take a look when you get a chance and let me know if you would like to make any changes or if you have any questions!

Thanks so much and looking forward to making you a beautiful cake!

Cake Referrals

Hello and thank you for your inquiry!

Unfortunately I am not taking any new cake orders at this time. Please let me introduce you to a few of my preferred cake vendors. They do wonderful work and I highly recommend them. Please let me know if I can do anything for you in the future.

[insert cake referrals here (Bakery name, phone number, website)]