

Information from . . .

Village of Paw Paw

Downtown Development Authority

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*How to keep customers
coming back . . .*

Excellent Customer Service



*Did you know that on average it is estimated to cost up to six times more to attract a new customer as it does to keep an existing one?
(Portman Business Group findings)*


Ways to keep your customers


👍 **Smile** – make eye contact, be polite, friendly and speak clearly. Welcome customers warmly, and greet them by their name where possible. Acknowledge customers if they are waiting in a line to be served by you.


👍 **Be helpful and be interested in each customer** – when offering product advice, think about their specific needs even if this means directing them to other products or other stores – being upfront and honest will keep them coming back.


👍 **Create a good impression** – consider using staff name badges? This helps encourage a feeling of rapport and helps customers to relate to you and your assistants.


👍 **Reward your staff for excellent customer service** – they will feel valued and will be keen to make the extra effort.


 **Keep in touch** – when a customer buys an expensive product, such as a bike, lawn mower or computer, ask them if you can keep their address on file – this way you can send them promotions on servicing or repair deals.


 **Think like a customer** – and get feedback from them. What do they like about your shop appearance? How long did it take to find what they wanted? A simple feedback form inviting their opinions and suggestions could make things even better.

 **Think about top-up sales** – these increase your profits, and, also meet customer needs and make you appear helpful. Ask customers if they need “Anything else?”

 **Know about the products you stock** – know what they do and how they work – and make sure your staff do as well, even if they only work part time.

 **Price all stock** – no one wants to constantly ask assistants for help. All items should be labeled. At least 1/3 of window displays should be priced – market research shows that most people over estimate cost of un-marked goods, which can put people off coming into your shop.

 **Deal with complaints efficiently** - if a complaint is resolved immediately, more than 75% of customers who complain will go on to buy other items.

 **Learn more about your changing local community** and target products and opening & closing times to suit them.

Alongside price, products and convenience, how a shopper is treated is the key reason that people use a particular shop over another. Local shops depend on repeat custom so it is crucial to ensure local people keep using you time and time again.

Promote...

Shop smart, shop local!