

Upselling is simply the process of selling an additional or an upgraded product to a customer. In order to keep the money coming in, you always want to go for this little extra, whenever the opportunity presents itself. Here's how to go about it:

- 1. Include a discount for a related product in the body of your informational product. If they like what they have already bought, they are more likely to come back for more.
- 2. Make the discount part of the payment process. Offer a combined discount if they order two or more products.
- 3. Send a discount authorization number in the "thank you" email that acknowledges the placement of an order.
- 4. Build a mailing list of "preferred" customers who get a fixed discount on all future purchases, as well as special advance pricing on new products.
- 5. Add a button you're your home page that takes readers right to the discounts.
- 6. Suggest an additional product based on what the customer has already purchased.
- 7. Explain why that additional product would make life so much easier for the customer.

- 8. Point out what types of problems the additional product could help the customer avoid.
- 9. Make the customer feel special, i.e. not everyone gets a discount like this.
- 10. Suggest specific products to go with the purchased product, and explain why the two go together so well.
- 11. Don't leave the offer on the table too long limited time only often works well for many situations.
- 12. Combine different mediums. You can sell an ebook along with a video. Mixing and matching can create some appealing choices for customers.
- 13. Rotate the combinations. This will give customers something to look forward to, and they'll come back more often.
- 14. Announce new products and pair them with an older product for a one-time special purchase.
- 15. Do promotional campaigns that demonstrate how two products can work together to create superior results.
- 16. Collect and use testimonials in your upselling. Hearing what a good deal this is from another customer sometimes will close the

deal when you can't.

- 17. Keep it low pressure. When this happens, you become the friend rather than the adversary.
- 18. Know your stuff. Nothing kills an upsell attempt like not being able to answer questions or overcome objections.
- 19. If you honestly don't know an answer, be honest, find out, and get back with the customer. It will be appreciated and will keep the rapport positive.
- 20. Target your upselling attempts. Not every customer is ripe for this type of activity. Go for the ones who are ready today, and revisit the others at a later date.
- 21. Keep it short. No one likes a long-winded salesperson.
- 22. Keep it real. Don't make promises you can't keep.
- 23. Keep it on topic. Don't prevaricate, hoping to weaken the client. It backfires most of the time.
- 24. Keep it honest. Stand by everything you tell the customer.
- 25. Be enthusiastic about the products you upsell. If you aren't, then the customer won't be.

- 26. Ask questions along the way. This helps you to clear up miscommunications before they can grow into something too big to overcome.
- 27. Make it easy for the customer to say yes. This means they can always stop you to accept the deal.
- 28. Make it hard for the customer to say no. Be prepared to respond to every objection with a benefit.
- 29. Always affirm the thoughts of your client. Then turn them around to why they need the product you are recommending.
- 30. Never argue with a client. It closes a door that will never open again.
- 31. Don't say no to a client. If they want something you can't deliver, tell then what you can do instead.
- 32. Make it clear you have the best interests of the customer at heart. If it is obvious you just want to make a sale, you'll lose them in a short period of time.
- 33. Always appreciate the past business from the customer. Make it a point to mention it. They'll feel special because you remembered.
- 34. Say the client's name now and then. One's own name is the sweetest sound many people ever hear.

- 35. Even in email correspondence, always address the customer by name from time to time.
- 36. Ask the client for ideas on what they could do with the additional product.
- 37. Follow up on those ideas by exploring them a little further; it helps the client build a stronger affinity with the product.
- 38. Ask how the customer would handle those same situations without the product.
- 39. Point out how solutions would be so much easier with the product than without.
- 40. Ask clarifying questions to make sure you understand what the customer is saying. It lets them know you are listening and want to get it right.
- 41. Keep the purchase options simple. Too many options could lead to confusion, then to frustration for the customer.
- 42. Walk the customer through the process of purchasing if necessary. A little handholding to complete a sale is a good thing.
- 43. Close the sale whenever you get the idea that the client is ready to make a decision. A second later may be too late.

- 44. Confirm the terms of the order. You want to make sure everything is exactly as it should be.
- 45. Thank the customer for the order now, even if another form of thanks will take place letter (such as in a confirmation email). It is not overkill to do it twice.
- 46. Always ask for referrals. They can lead to additional opportunities for new sales and subsequent upsells.
- 47. Follow through and make sure the order is fulfilled according to terms. If there is any type of delay, make sure the client knows about it in advance.
- 48. Confirm the delivery of the order.
- 49. Schedule a follow up contact with the client to get feedback. This can be done with a phone call or an email.
- 50. Always schedule that follow up for a few days after the customer receives his or her order. It is not only a chance to get feedback on the latest purchase, but also a chance to secure permission to contact the client about future offers.