

25 AI Prompts for Owners

FREE STARTER GUIDE



Copy-paste prompts that handle the messages,
reviews, and admin eating your week.

25 AI Prompts for Owners

Copy, paste, fill in the [brackets]. Works in ChatGPT, Claude, Gemini, or Copilot. Start with Prompt 1 so everything after sounds like your business.

1. Teach the AI your business

You are my assistant for [BUSINESS], a [TYPE] in [TOWN]. Customers: [WHO]. Services and prices: [LIST]. Tone: [TONE]. Never invent facts. Confirm with a 3-bullet summary.

2. Reply to an enquiry

A potential customer wrote: "[MESSAGE]". Draft a friendly reply that answers their question and ends with a clear way to book.

3. Quote follow-up

Write a short follow-up for a customer who got a quote for [JOB] 3 days ago and has not replied. Helpful, not pushy.

4. Review request

Write 3 short texts asking a happy customer for a Google review with [LINK].

5. Reply to a bad review

Write a calm public reply to this review that offers to fix it offline: "[REVIEW]"

6. Appointment reminder

Write a 48-hour reminder text with our cancellation policy: [POLICY].

7. No-show policy

Write a fair, friendly no-show and late-cancel policy for my booking page.

8. Win back old customers

Write a message for customers who haven't bought in 90+ days, with one good reason to come back.

9. A week of social posts

Plan 7 social posts for my business next week with captions and photo ideas.

10. Google Business post

Write a 200-word Google Business Profile update about [OFFER].

11. FAQ page

List 10 questions customers ask a [TYPE] and answer each in under 50 words.

12. Service descriptions

Rewrite these services so a customer instantly understands them: [LIST].

13. Price increase notice

Write a warm notice that prices go up [X]% on [DATE], explaining why.

14. Job ad

Write a job post for a [ROLE] including pay [], hours [], and why people like working here.

15. New-hire phone script

Write a 1-page phone script for a new hire answering calls at my [TYPE].

16. Supplier email

Write a polite email asking [SUPPLIER] for better pricing on [ITEMS] if I commit to [VOLUME].

17. Late-payment reminder

Write 3 escalating, polite reminders for an invoice that is [X] days overdue.

18. Monthly numbers recap

Here are my numbers: [PASTE]. What went well, what didn't, and 3 actions for next month?

19. Competitor check

Here are 3 competitors' websites/descriptions: [PASTE]. How do we compare and what gap can we own?

20. Offer brainstorm

Give me 10 promotions to fill slow days without discounting more than [X]%.

21. Simplify a policy

Rewrite this policy in plain English a customer will actually read: [PASTE].

22. Email newsletter

Write a short monthly email for customers with one tip, one update, and one offer.

23. Meeting agenda

Create a 20-minute weekly team meeting agenda for a [TYPE].

24. Weekly plan

Here is my to-do list: [PASTE]. Turn it into a prioritised plan for the week, biggest impact first.

25. Turn a review into marketing

Turn this review into a social caption and a website testimonial: "[REVIEW]"

Want the done-for-you version?

The **Client Desk Kit** adds 40 industry prompts, 22 ready-to-send scripts, chatbot FAQ copy, and a daily front-desk SOP. The **Local SEO + Google Reviews 30-Day System** helps you show up on Google Maps. Find them at [\[STORE LINK\]](#).