

# AI Prompt Library for SMEs (Copy/Paste)

Reusable prompt templates for the most common business tasks.

## How to use these prompts

- Replace anything in [brackets] with your details.
- Give context first, then your request, then the output format.
- Ask for 2–3 options if you want choice (tone/length).

## Universal ‘Better Output’ Prompt (use this everywhere)

You are my business assistant. Ask me up to 3 clarifying questions if needed.  
 Context: [industry / business type]  
 Audience: [customer / staff / supplier]  
 Goal: [what outcome I want]  
 Tone: [friendly, confident, direct, professional]  
 Constraints: [word count, must include, must avoid]  
 Task: [paste text or describe what you need]  
 Output: Provide a final version + a short checklist of key points covered.

## Customer Email — Clear, Confident, Professional

Rewrite the email below to be clear, confident and helpful (no fluff).  
 Keep it short. Use plain English. Add a clear next step.  
 Email: [paste email]  
 Context: [job/project + any key details]  
 Tone: [friendly/professional]  
 Output: Final email only.

## Late Payment Message — Soft / Firm / Final

Create 3 versions of a payment reminder (soft, firm, final notice).  
 Include: invoice number [#], amount [\$], due date [date], payment options [bank/portal].  
 Keep respectful and professional. Output as 3 separate messages.

## Quote Cover Letter — Value + Next Steps

Write a quote cover letter that:

- Summarises the customer problem
- Highlights the result/benefit
- Explains what’s included/excluded clearly

- Gives a clear next step to accept (and what happens after)

Context: [service] [customer type] [job type]

Tone: confident, professional, not pushy

Output: 200–300 words.

### Meeting Notes → Action Plan

Turn these meeting notes into:

1) Action list (task, owner, due date)

2) Key decisions

3) Risks/blocks

4) Next meeting agenda

Notes: [paste]

Output in a table format.

### Create a Simple SOP from Your Brain

Create a Standard Operating Procedure (SOP) for: [process]

Business context: [industry] [team size]

Audience: [new staff / experienced staff]

Include:

- Purpose

- When to use

- Inputs/tools needed

- Step-by-step checklist

- Quality checks

- Common mistakes and fixes

Keep it 1–2 pages and practical.

### Turn a Completed Job into a Case Study

Create a short case study from the details below.

Include: customer problem, solution, outcome, timeframe, and 1–2 quotes (write plausible placeholders).

Details: [paste job notes]

Output: Website version (300–500 words) + short social post (100 words).