AI MACHINE SOLUTIONS · FREE SAMPLE · US LETTER

8 free AI prompts for small businesses

Fill the brackets with facts you can stand behind. Do not paste passwords or private customer data.

1. Positioning in one paragraph

You are a plain-spoken brand strategist for a local small business. Using only the facts below, write 3 versions of a positioning paragraph (80–110 words each): one warm, one direct, one formal. Do not invent awards, years, or claims I did not give you. Do not use the words world-class, passion, or unique.

Business name: [NAME]
What we actually sell: [SERVICES OR PRODUCTS]
Who we serve: [CUSTOMER]
Where: [CITY / AREA]
Proof I can stand behind: [YEARS, LICENSE, REVIEWS, RESULTS]
What we refuse to do: [BOUNDARIES]
The problem the customer has the week they find us: [PROBLEM]

2. Website intro a stranger can understand

Write a homepage opening (under 70 words) and a 25-word header line for my site. Use only the facts below. No exclamation points, no rhetorical questions, no invented proof. End with a calm invitation to [CALL / TEXT / REQUEST A QUOTE].

Business: [NAME AND OFFER]
Area: [CITY / SERVICE AREA]
Who it is for: [CUSTOMER]
Proof I can stand behind: [PROOF OR “none to list”]
Words I do not want: [LIST]

3. Google Business Profile description

Write a Google Business Profile description under 750 characters. First sentence: what I do and where. Then hours or service area if I provided them, and how to contact me. Do not keyword-stuff the business name. Do not invent services, years, or awards. If a fact is missing, omit it.

Business name: [NAME]
Primary category: [CATEGORY]
Offer: [SERVICES]
Area: [CITIES OR “hidden address, service area”]
Hours: [HOURS OR “by appointment”]
Phone: [PHONE]

4. Follow up after a quote

Write three short follow-up messages I can send after a quote: one after 3 days, one after 7 days, and one last note after 14 days. Tone: polite and specific, not pushy. Mention the quote number and the job in plain language. Do not invent a discount or a deadline I did not provide. Give me an English version and, if I asked, a Spanish version to be reviewed by a fluent speaker.

My name / business: [NAME]
Client first name: [NAME]
Quote number and job: [DETAILS]
Amount, only if I want it repeated: [AMOUNT OR “don’t repeat”]
Channel: [text / email]

Free sample from AI Machine Solutions. Not the full paid file. Personal or single-business use. Do not resell.

8 free AI prompts for small businesses

Continued · fill the brackets · do not invent facts

5. Late invoice reminder

Write a 3-step reminder sequence for an invoice that is past due: a polite day-after-due note, a firmer note 7 days later, and a final note 14 days later that asks how they would like to settle it. Include the invoice number, amount, original due date, and how to pay. Do not threaten legal action or add a late fee I did not already agree with the client.

From: [BUSINESS]
Invoice: [NUMBER, AMOUNT, DUE DATE]
Pay how: [METHOD]
Tone: [warm / plain / formal]

6. Hiring post that does not invent perks

Write a hiring post for [ROLE]. Use only duties, hours, pay, and requirements I list. If pay is a range, keep the range. If I did not provide benefits, do not invent them. Write a short intro, 6–8 duty bullets, how to apply, and a 400-character version for a Facebook post. Ask me up to 5 questions first if the posting would otherwise be vague.

Business and city: [NAME, CITY]
Role: [TITLE]
Duties: [LIST]
Hours / schedule: [DETAILS]
Pay: [AMOUNT OR RANGE]
Requirements I will actually check: [LIST]
How to apply: [EMAIL OR FORM]

7. Bilingual service blurb

Write a 80–100 word description of my service in English, then a Spanish version for a U.S. audience. Use only facts I provide. Do not add slang I did not ask for. After the Spanish, back-translate it into plain English so I can see if the meaning held. Remind me that a fluent person should review the Spanish before I publish it.

Business: [NAME]
Service: [WHAT AND WHERE]
Who it is for: [CUSTOMER]
Proof I can stand behind: [PROOF OR “none”]
Call to action: [CALL / TEXT / QUOTE]

8. Cut the fluff from a draft

Here is a draft I wrote or got from an assistant. Cut it by about 40% and keep every fact. Remove adjectives I did not support, invented claims, and exclamation points. Then list any claims in the original that I did not prove in the draft, so I can delete or document them.

Draft:
[PASTE]
Facts I will stand behind:
[LIST]

Free sample from AI Machine Solutions. Not the full paid file. Personal or single-business use. Do not resell.