

FREE RESOURCE

The Business AI Prompt Pack

13 prompts for everyday business tasks. Fill in the [blanks] and paste into ChatGPT, Claude or a similar assistant. Check the output before you send or rely on it.

Customer support

Faster, consistent replies. This is the routine work an AI Support Agent can handle, with a person reviewing anything unusual.

Draft a support reply

You are a friendly support rep for [your business], which sells [product/service]. A customer wrote: "[paste message]". Write a clear, warm reply that solves their issue in under 120 words. If information is missing, ask one concise question. Match this tone: [helpful/professional/casual].

Turn docs into an FAQ answer

Using only the information below, answer the customer question accurately and briefly. If the answer isn't in the text, say you'll check with the team.

Question: [customer question]
Our info: ""[paste your policy/doc]""

Triage and route a request

Read this customer message and return JSON with: category (order | billing | technical | complaint | other), urgency (low | medium | high), a one-line summary, and the team it should go to. Message: "[paste message]".

Phone & orders

Scripts your team, or an AI Voice Agent, can follow to answer calls and take orders the same way every time.

Build a call-answering script

Write a friendly phone script for [your business] that greets the caller, answers these common questions [list], and captures an order or booking with these fields: [name, item, time, contact]. Keep each turn short and natural, and include a polite hand-off line for anything the script doesn't cover.

Extract an order from a call

From this call transcript, extract a structured order as JSON with items, quantities, customer name, phone, and any special requests. Flag anything ambiguous. Transcript: ""[paste]"".

Ads & marketing

Useful for a campaign today. An AI Ads Manager runs the same kind of review continuously across your accounts.

Write ad variations

Write 5 short ad headlines and 3 primary-text variations for [product/service], targeting [audience] with the goal of [conversions/leads]. Lead with the main benefit, keep it

concrete, and avoid hype. Include one that uses a question.

Review campaign performance

Here is my ad performance data: [paste rows: campaign, spend, clicks, conversions, CPA]. Identify what's working, what's wasting budget, and 3 specific actions to improve results. Explain each in plain English.

Find new audiences

My best customers are [describe]. Suggest 8 audience or keyword ideas I may not have tried on [Google/Meta], with a one-line reason each and a rough sense of intent (cold vs ready-to-buy).

Financial reporting

Plain-English answers from your numbers. An AI Finance Agent can produce this kind of summary on a schedule from your accounting data.

Summarize a P&L

Summarize this profit & loss for a non-financial founder in 6 bullet points: revenue trend, gross margin, biggest cost changes, cash concerns, and one thing to watch. Data: ""[paste]"".

Spot anomalies

Compare this month's figures to last month and flag anything unusual (spikes, drops, new costs, overdue items) with a short explanation of why it might matter. Data: ""[paste]"".

Workflows & follow-ups

For the tasks that slip when the team is busy. An AI Workflow Agent can run these steps automatically once the process is clear.

Write a follow-up sequence

Write a 3-message follow-up sequence for a [lead/quote/proposal] that hasn't responded. Message 1 (day 2): gentle nudge. Message 2 (day 5): add value or a helpful resource. Message 3 (day 10): friendly last check-in. Keep each under 90 words and non-pushy. Context: [describe].

Turn a process into an SOP

Turn this rough description into a clear, numbered standard operating procedure a new team member could follow, including inputs, steps, decision points and the finished result. Description: ""[paste]"".

Daily check-in summary

Given today's data [paste: sales, tickets, ad spend, key metrics], write a 5-line daily summary highlighting what's up, what's down, and anything that needs attention today.

ABOUT MAXENIUS

A senior engineering, design and marketing team. We take AI-built apps to production, build AI agents, and deliver white-label work for agencies. If you would like a second opinion on anything in this document, email contact@maxenius.com or visit maxenius.com.

