

MAIN STREET AI GUIDE

10 Free AI Prompts for Small Business

Copy, paste, and fill in the brackets. Works with ChatGPT, Claude, Gemini or Copilot.

mainstreetaiguide.com

How to use this kit

1. Copy a prompt into your AI tool of choice.
2. Replace every [BRACKET] with your real details. More detail gives better results.
3. Read the answer, fix anything that isn't true, and add your own voice before sending.
4. Want more? Industry packs for real estate agents, property managers, plumbers and HVAC, plus a Review Reply Kit, are at mainstreetaiguide.com.

Privacy tip: don't paste customer card numbers, health details or passwords into AI tools.

Find tools to pair with these at **mainstreetaiguide.com**: 65+ free AI use cases.

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Win & Keep Customers

Five prompts you can use today, whatever your business.

1 Google review reply

Reply to this Google review for [BUSINESS]: [PASTE REVIEW]. Thank them by first name, mention one specific detail they shared, and invite them back. If it's negative, apologize once, don't argue, and offer to fix it offline at [PHONE/EMAIL]. Under 80 words.

2 Quote follow-up

Write a short, friendly follow-up to [CUSTOMER] about the quote I sent on [DATE] for [JOB/PRODUCT] at \$[PRICE]. Answer the likely question [QUESTION], give one reason to book now that's true [REASON], and end with an easy yes/no question. Under 100 words.

3 Slow-week promotion

Give me 3 promotion ideas for [BUSINESS TYPE] in [CITY] for a slow [DAY/WEEK] that don't just cut prices. For each, write a 2-sentence text message and a 40-word social post.

4 Win-back message

Write a message to customers who haven't bought from [BUSINESS] in [MONTHS] months. Remind them what they liked [SERVICE], share one thing that's new [NEWS], and offer [OFFER] until [DATE]. Text and email versions.

5 FAQ page

Turn these customer questions into a clear FAQ section for my website: [PASTE QUESTIONS]. Short, friendly answers, grouped by topic, using only the facts I gave you.

Save Time Behind the Counter

Five prompts that hand off the busywork.

6 Email inbox triage

Here are today's emails: [PASTE]. Sort them into reply today, reply this week, and no reply needed. Draft a short reply for each 'reply today' email in my voice: [2-3 WORDS DESCRIBING TONE].

7 Job post

Write a job post for a [ROLE] at [BUSINESS] in [CITY]: pay \$[PAY], hours [HOURS], 5 duties, must-haves vs nice-to-haves, and why people like working here [REASONS]. Plain language, under 250 words.

8 Meeting or call recap

Turn these rough notes into a clean recap: [NOTES]. Include decisions made, action items with owners and dates, and open questions. Under 150 words.

9 Weekly social plan

Plan one week of social posts for [BUSINESS] on [PLATFORM]: 5 posts mixing tips, behind-the-scenes, a customer story and one offer. Give a caption and a photo idea for each.

10 Simple SOP

Turn this description of how we do [TASK] into a step-by-step checklist a new employee can follow on day one: [DESCRIPTION]. Number the steps and flag the 2 most common mistakes.