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FREE GUIDE

AI Starter Sheet for Small Businesses

Copy-and-paste prompts for ChatGPT, Claude or Gemini. Replace the [brackets] with your real details.

Reply to a Google review

Write a short, friendly reply to this Google review for my [type of business] in [city]. Thank the customer by name, mention [a detail], and keep it under 50 words. Review: [paste the review]

Social media post

Write an Instagram caption for my [business] announcing [special or event] on [date]. Friendly tone, two short sentences, three hashtags, in English and Spanish.

Menu or service descriptions

Write short descriptions, under 20 words each, for these [menu items or services]: [list]. Use only the details I give you and don’t invent ingredients or prices.

Website FAQ answers

Turn these notes into clear, simple answers for the FAQ on my website. Keep each answer to two or three sentences: [paste your notes]

Missed-call text

Write a short text message to send automatically when I miss a call at my [business]. Friendly, under 30 words, in English and Spanish.

Before you post anything

- Check every price, hour and fact. AI can make things up
- Edit replies so they sound like you, not a template
- Don’t paste customer phone numbers, addresses or payment details
- Have a person review anything in Spanish

Want AI working for your business? Book a free call.

Elevando Solutions · (720) 229-7945 · elevandosolutions@gmail.com · elevandosolutions.com · Hablamos español