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The UK Small Business AI Starter Kit

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15 copy-paste prompts for 15 everyday jobs

How to use this kit: copy a prompt, replace the [brackets], paste it into the tool, then check the output before it goes anywhere. Never paste customer bank details, UTRs or passwords into AI tools.

Prices come from StackSmart's directory (checked 16 Oct 2026); prices change often, so always check the official site. UK in-app (App Store) prices are labelled as such; web prices may differ. Where a tool publishes only US dollar prices, we show them as published and label them *US pricing only, no UK price published*. GBP figures in the worked examples are illustrative job figures, not tool prices.

#	JOB	FOR	TOP PICK
1	Turn site notes into a quote	Trades	ChatGPT
2	Reply to an enquiry fast	Trades	ChatGPT
3	Reply to a grumpy review	Shops & florists	ChatGPT
4	Plan a month of posts	Shops & florists	Canva
5	Write a flyer or newsletter	Shops & florists	Claude
6	Clean up a price list	Online sellers	Claude

#	JOB	FOR	TOP PICK
7	Explain a confusing transaction category	Accountants	Xero
8	Write booking-page wording	Trades	Calendly
9	Build an FAQ for website chat	Online sellers	Tidio
10	Turn a client call into actions	Accountants	Otter.ai
11	Map a repetitive job to automate	Online sellers	Zapier
12	Write your homepage	Trades	Wix
13	Write a fair job advert	Shops & florists	ChatGPT
14	Draft a returns policy	Online sellers	Claude
15	Compare local competitors or suppliers	Accountants	Google Gemini

1. Turn site notes into a quote

Best for: Trades · **Top pick:** ChatGPT (trystacksmart.com/tools/chatgpt) · **Cost:** Free plan; Go £6.99/month; Plus £19.99/month (UK in-app price; web price may differ) (checked 2026-10-16; source: <https://apps.apple.com/gb/app/chatgpt/id6448311069>)

Copy-paste prompt

Turn my notes below into a clear quote for [customer] from [business]. List each item with description, quantity and price; show subtotal, VAT at 20% (only if I'm VAT-registered) and total; payment terms [X] days; quote valid 30 days. British English. Flag anything I've missed. Notes: [paste]

Worked example: Dave, a VAT-registered sole-trader plumber in Leeds, pastes: "Replace combi boiler, Mrs Patel, 14 Elm Rd. Boiler £1,150, flue kit £95, magnetic filter £120, 1.5 days labour at £320/day, disposal £40." Output: itemised quote, subtotal £1,885.00, VAT £377.00, total £2,262.00, 14-day terms, plus a flag: "Gas Safe certificate and Building Regs notification not mentioned."

More: trystacksmart.com/use-cases/quotes-invoices

2. Reply to an enquiry fast

Best for: Trades · **Top pick:** ChatGPT (trystacksmart.com/tools/chatgpt) · **Cost:** Free plan; Go £6.99/month; Plus £19.99/month (UK in-app price; web price may differ) (checked 2026-10-16; source: <https://apps.apple.com/gb/app/chatgpt/id6448311069>)

Copy-paste prompt

Reply to this customer enquiry for [business]. Friendly, under 120 words, British English. Answer their question, give [availability], say what happens next, and ask for one detail I need: [detail]. Enquiry: [paste]

Worked example: Priya, an electrician in Bristol, gets: "Can you fit 4 extra sockets in my kitchen, how much?" She adds: available next Tues/Wed; need photo of the consumer unit. Output: a short reply giving a ballpark she supplies (£[her figure]), offering both days and asking for the photo.

More: trystacksmart.com/use-cases/customer-emails

3. Reply to a grumpy review

Best for: Shops & florists · **Top pick:** ChatGPT (trystacksmart.com/tools/chatgpt) · **Cost:** Free plan; Go £6.99/month; Plus £19.99/month (UK in-app price; web price may differ) (checked 2026-10-16; source: <https://apps.apple.com/gb/app/chatgpt/id6448311069>)

Copy-paste prompt

Write a reply to this [Google/Facebook] review for [business]. Thank them by first name, mention one specific detail, under 80 words, sound like a real person. If negative: apologise once, don't argue, invite them to contact [email/phone]. Review: [paste]

Worked example: Bloom & Stem, a florist in Harrogate, gets 2 stars: "Mother's Day bouquet arrived at 6pm, wilted." Output: an apology naming the late Mother's Day delivery, no excuses, and an invitation to call the shop to put it right.

More: trystacksmart.com/use-cases/review-replies

4. Plan a month of posts

Best for: Shops & florists · **Top pick:** Canva (trystacksmart.com/tools/canva) · **Cost:** Free plan; Canva Pro £12.99/month or £99.99/year; Canva Business £18/month or £179.99/year (UK in-app price; web price may differ) (checked 2026-10-16; source: <https://apps.apple.com/gb/app/canva-ai-photo-video-editor/id897446215>)

Copy-paste prompt

Plan [12] social posts for [business], a [type] in [town], for [month]. Mix: 4 product, 3 behind-the-scenes, 3 tips, 2 offers. For each: caption under 60 words, 5 hashtags (incl. 2 local), and a photo idea using what we already have: [stock/products].

Worked example: Bloom & Stem plans February: Valentine's pre-orders (order by 10 Feb), a 'conditioning your roses' tip, a behind-the-scenes 5am market run, #Harrogate #HarrogateFlorist. Paste captions into Canva templates.

More: trystacksmart.com/use-cases/social-posts

5. Write a flyer or newsletter

Best for: Shops & florists · **Top pick:** Claude (trystacksmart.com/tools/claude) · **Cost:** Free plan; Pro £20/month or £199.99/year (UK in-app price; web price may differ); Max from \$100/month (US pricing) (checked 2026-10-16; source: <https://apps.apple.com/gb/app/claude-by-anthropic/id6473753684>)

Copy-paste prompt

Write [a flyer / an email newsletter] for [business] promoting [offer] to [audience]. Headline under 8 words, 3 short benefit lines, one clear call to action, and the offer's end date. British English, no hype words like 'revolutionary'.

Worked example: The Corner Café, Norwich, promotes a £6.50 soup-and-sandwich lunch deal for office workers, ending 31 March. Output: headline "Lunch sorted for £6.50", three benefits, "Show this flyer at the till".

More: trystacksmart.com/use-cases/marketing-copy

6. Clean up a price list

Best for: Online sellers · **Top pick:** Claude (trystacksmart.com/tools/claude) · **Cost:** Free plan; Pro £20/month or £199.99/year (UK in-app price; web price may differ); Max from \$100/month (US pricing) (checked 2026-10-16; source: <https://apps.apple.com/gb/app/claude-by-anthropic/id6473753684>)

Copy-paste prompt

Here's my [price list / stock sheet] as pasted rows. Tidy it: consistent product names, one price per column in GBP to 2 decimals, flag duplicates and missing prices, and add a column with price excl. VAT at 20%. Return a table I can paste back into Excel/Sheets. Data: [paste]

Worked example: Amy sells candles on Etsy and Shopify. Her sheet has 'Lavender 200g', 'lavender candle 200 g' at £14 and £14.00. Output: merged duplicate flagged, ex-VAT column (£14.00 → £11.67), two items flagged with no price.

More: trystacksmart.com/use-cases/spreadsheets

7. Explain a confusing transaction category

Best for: Accountants · **Top pick:** Xero (trystacksmart.com/tools/xero) · **Cost:** Grow £39/month; Comprehensive £55/month; Ultimate £70/month (ex VAT); introductory

discounts available; MTD-compatible (checked 2026-10-16; source: <https://www.xero.com/uk/pricing-plans/>)

Copy-paste prompt

I use [Xero/QuickBooks/FreeAgent]. Explain in plain English which category these transactions most likely belong in and why, and list the questions I should ask my accountant. Don't give definitive tax advice. Transactions: [paste, no account numbers]

Worked example: Hartley & Co, a 4-person practice in Chester, writes a client explainer: "£48 Screwfix (drill bits), £320 van insurance, £12 parking at a site visit". Output: plain-English likely categories plus 'ask your accountant' notes on the van's business/personal use split.

More: trystacksmart.com/use-cases/bookkeeping

8. Write booking-page wording

Best for: Trades · **Top pick:** Calendly (trystacksmart.com/tools/calendly) · **Cost:** Free plan; Standard plan from £9.39 or £90.00 (UK in-app price; web price may differ) (checked 2026-10-16; source: <https://apps.apple.com/gb/app/id1451094657>)

Copy-paste prompt

Write the text for my online booking page for [business]. Include: what each appointment type is for ([types and lengths]), what to have ready, cancellation policy ([policy]), and a 2-line confirmation message. Friendly, British English.

Worked example: A Manchester roofer sets up '30-min free roof survey' and '15-min phone call'. Output: descriptions, "have photos of the problem area ready", 24-hour cancellation note, confirmation text.

More: trystacksmart.com/use-cases/scheduling

9. Build an FAQ for website chat

Best for: Online sellers · **Top pick:** Tidio (trystacksmart.com/tools/tidio) · **Cost:** Free plan; Starter from \$24.17/month; Growth from \$49.17/month; Lyro AI agent from \$32.50/month; Plus from \$300/month (US pricing; UK price not published) (checked 2026-10-16; source: <https://www.tidio.com/pricing/>). US pricing only, no UK price published

Copy-paste prompt

Write 10 FAQ answers for [business]'s website chat, each under 50 words. Cover delivery times, costs, returns, order tracking, and [other]. Use these facts only and say 'I'll pass you to the team' where unsure: [paste facts]

Worked example: Amy's candle shop: Royal Mail Tracked 48, £3.95, free over £40, 14-day returns on unused items. Output: 10 answers using only those facts, ready to paste into a chatbot's FAQ.

More: trystacksmart.com/use-cases/customer-support

10. Turn a client call into actions

Best for: Accountants · **Top pick:** Otter.ai (trystacksmart.com/tools/otter) · **Cost:** Free plan; Pro £17.49–£17.99/month or £99.99/year; Business £30/month or £229.99/year (UK in-app price; web price may differ) (checked 2026-10-16; source: <https://apps.apple.com/gb/app/id1276437113>)

Copy-paste prompt

Here is a transcript of a client call. Summarise in 5 bullets, list actions with owner and deadline, and draft a follow-up email to the client confirming what they need to send. Remove any bank or tax reference numbers from the summary. Transcript: [paste]

Worked example: Hartley & Co's year-end call with a café client. Output: actions (client sends bank statements Apr–Jun by 15 Nov; practice drafts accounts by 30 Nov) and a confirmation email.

More: trystacksmart.com/use-cases/meeting-notes

11. Map a repetitive job to automate

Best for: Online sellers · **Top pick:** Zapier (trystacksmart.com/tools/zapier) · **Cost:** Free plan; Professional from \$19.99/month; Team from \$69/month (US pricing; UK price not published) (checked 2026-10-16; source: <https://zapier.com/pricing>). US pricing only, no UK price published

Copy-paste prompt

I want to automate this repetitive job: [describe]. Apps I use: [list]. Break it into trigger → steps → result, suggest the simplest automation, and list what could go wrong and how I'd notice.

Worked example: Amy: "Every Etsy order, I copy the buyer's name and item into a Google Sheet and send a thank-you." Output: trigger 'new order' → add sheet row → send email, plus a check: what to do when an order is refunded.

More: trystacksmart.com/use-cases/automation

12. Write your homepage

Best for: Trades · **Top pick:** Wix (trystacksmart.com/tools/wix) · **Cost:** Free plan with Wix branding; Light \$17/month; Core \$29/month; Business \$39/month; Business Elite \$159/month (US pricing; UK price not published) (checked 2026-10-16; source: <https://www.wix.com/plans>). US pricing only, no UK price published

Copy-paste prompt

Write homepage copy for [business], a [trade] covering [areas]. Include: headline, 2-sentence intro, 4 services with one line each, why choose us (3 points: [accreditations, years]), and a call to action with [phone]. British English, no clichés.

Worked example: Dave's Plumbing, Leeds and Wakefield, Gas Safe registered, 15 years. Output: headline "Your local Gas Safe plumber in Leeds", services (boilers, leaks, bathrooms, servicing) and a click-to-call CTA.

More: trystacksmart.com/use-cases/websites

13. Write a fair job advert

Best for: Shops & florists · **Top pick:** ChatGPT (trystacksmart.com/tools/chatgpt) ·

Cost: Free plan; Go £6.99/month; Plus £19.99/month (UK in-app price; web price may differ) (checked 2026-10-16; source:

<https://apps.apple.com/gb/app/chatgpt/id6448311069>)

Copy-paste prompt

Write a job advert for a [role] at [business] in [town]. Include pay (£[x]/hour), hours, 5 duties, must-haves vs nice-to-haves, and how to apply. Use inclusive, plain language and avoid wording that could be age- or gender-biased. Add 5 interview questions.

Worked example: Bloom & Stem hires a Saturday assistant at £12.71/hour, the National Living Wage for 21 and over from 1 April 2026 (<https://www.gov.uk/national-minimum-wage-rates>, checked 16 Oct 2026). Pay 18–20s at least £10.85. Output: an advert and interview questions such as "Tell me about a time you dealt with an unhappy customer".

More: trystacksmart.com/use-cases/job-ads

14. Draft a returns policy

Best for: Online sellers · **Top pick:** Claude (trystacksmart.com/tools/claude) · **Cost:**

Free plan; Pro £20/month or £199.99/year (UK in-app price; web price may differ);

Max from \$100/month (US pricing) (checked 2026-10-16; source:

<https://apps.apple.com/gb/app/claude-by-anthropic/id6473753684>)

Copy-paste prompt

Draft a plain-English returns policy for [business], an online shop in England selling [products]. Reflect UK consumer rules for distance selling (including the 14-day cancellation right) and note exceptions like personalised items. Mark anything I must check with a solicitor or Citizens Advice.

Worked example: Amy's candles, including personalised name candles. Output: a policy covering the 14-day cancellation right, the personalised-item exception and faulty goods, with a 'check this' note. A first draft only, not legal advice.

More: trystacksmart.com/use-cases/policies

15. Compare local competitors or suppliers

Best for: Accountants · **Top pick:** Google Gemini (trystacksmart.com/tools/gemini)

· **Cost:** Free plan; Google AI Plus £4.49/month; Google AI Pro £18.99/month; Google AI Ultra from £79.99/month (checked 2026-10-16; source: <https://gemini.google/gb/subscriptions/?hl=en-GB>)

Copy-paste prompt

Research [competitors/suppliers] for [service] in [town]. Make a table: name, what they offer, published prices (with source link), reviews summary. Tell me where you couldn't find information rather than guessing.

Worked example: Hartley & Co checks how three Chester practices price sole-trader self-assessment returns. Output: a table with source links, plus "price not published" where it couldn't find one, and no guessed figures.

More: trystacksmart.com/use-cases/research

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