

AI PROMPTS

10 AI Prompts for *Service Business Owners*

Copy each prompt into ChatGPT, Claude, or Gemini, fill in the brackets, and get usable drafts in seconds. Written for real service business situations, not corporate strategy decks.

HOW TO USE THESE

The right prompt turns AI into *your best office assistant.*

Always read and edit before anything goes to a customer. AI drafts; you decide. Add one line of context about your business to any prompt and the results get noticeably better.

PROMPT 01

Reply to a Positive Review

Write a warm, 2-3 sentence reply to this 5-star review of my [type of business] in [city]. Mention the specific service they praised, thank them by first name, and invite them back. No emojis, no exclamation overload. Review: [paste review]

PROMPT 02

Reply to a Negative Review

Write a calm, professional reply to this negative review of my [type of business]. Acknowledge the frustration without admitting fault or arguing, offer to make it right, and move the conversation to a phone call. 3 sentences maximum. Review: [paste review]

PROMPT 03

Revive a Quiet Quote

Write a friendly follow-up text to a customer who received my estimate for [service] [number] days ago and went quiet. Keep it under 40 words, no pressure, one clear question that makes replying easy.

PROMPT 04

Google Post From a Job Photo

Write a 40-60 word Google Business Profile post about a [service] job we completed in [neighborhood/city]. Plain language, one detail about the result, end inviting people to call for a free estimate. No hashtags, no emojis.

PROMPT 05

Explain an Estimate in Plain Language

Rewrite this estimate so a homeowner with no industry knowledge understands what they are paying for and why. Keep my prices unchanged. Friendly, clear, no jargon: [paste estimate notes]

PROMPT 06

Rescue a No-Show

Write a polite text to a customer who missed their [service] appointment. No guilt, assume something came up, offer two reschedule windows: [day/time A] and [day/time B]. Under 35 words.

PROMPT 07

Seasonal Promo for Your Area

Write a seasonal promo for my [type of business] serving [cities]. Season: [season]. Offer: [your offer]. Give me 3 versions: text message, Google post, Facebook post. Plain and local, no hype.

PROMPT 08

Answer the Questions You Always Get

Here are the 5 questions customers ask me most: [list them]. Write clear, friendly answers for my website FAQ. 2-3 sentences each, plain language, and end each answer with a reason to call us.

PROMPT 09

Write the Job Ad

Write a job ad for a [position] at my [type of business] in [city]. Honest about the work, specific about pay [range] and schedule, written to attract someone reliable. Under 200 words.

PROMPT 10

Say It in Spanish, Keep Your Tone

Translate this message to natural, conversational Spanish as spoken in Texas. Keep the warm, professional tone and keep names and prices exactly as written: [paste message]

These ten run your front office. Imagine what the full toolkit does.

We build practical AI systems for service businesses. Book a free 30-minute session, no pitch.
poppymarketingandconsulting.com/contact · (941) 777-4933 · English y Espanol