The AI Agent Starter Kit: 12 jobs a business can hand to AI this month, with the exact Claude prompts

Twelve everyday office jobs for law firms, clinics, real estate, accounting firms and agencies, each with a copy-paste Claude prompt and an honest time-saved range.

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The AI Agent Starter Kit

Every job in this kit is one a busy firm already does by hand, and every prompt works today in Claude with nothing to install. Paste the prompt, fill in the parts in [square brackets], and check the first few answers closely before you trust it. The time-saved figures are honest estimates for a small team, and your numbers will depend on how often the job comes up.

Before you start: remove names, account numbers and health details before pasting client or patient material, unless your firm's rules and your Claude plan allow it. A person signs off on anything that goes out under your name.

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1. Reply to new enquiries the same hour

The job: Turn a raw website or email enquiry into a short, warm first reply that moves the person to a call.

Suits: Law firms, clinics, real estate agencies, accounting firms.

```
You are the front desk at [firm name], a [type of business] in [city].
Here is a new enquiry:

[paste enquiry]

Write a reply email that:
- thanks them by first name and repeats their need back in one sentence
- answers any simple factual question using only this information: [paste opening hours,
services, location]
- does not give advice, prices or promises
- offers two call times: [time 1] or [time 2]
- is under 120 words, plain and friendly, no exclamation marks
Then list anything in the enquiry that a senior person should see before replying.
```

Good output looks like: A reply you could send with one or two small edits, plus a short flag list such as "mentions a deadline next Friday".

Time saved: About 5 to 10 minutes per enquiry, and faster replies.

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2. Sort a pile of leads by how ready they are

The job: Score a batch of form submissions so the hottest leads get called first.

Suits: Real estate agencies, law firms, agencies.

```
Below are [number] new leads from our website form. Our best clients look like this:
[describe: budget range, location, type of matter or property, timeline]

[paste leads, one per line]

For each lead, give:
1. A score from 1 to 5 for how well they match our best clients
2. One sentence on why
3. The single question we should ask on the first call
Return a table sorted from highest score to lowest. If a lead is missing key details,
say which ones.
```

Good output looks like: A sorted table where the top three are the ones you would have picked yourself, with a first question that is specific to each person.

Time saved: About 30 to 60 minutes per batch of 20 to 30 leads.

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3. Turn a meeting recording into minutes and a follow-up email

The job: Go from a transcript to clear notes, owners and a ready-to-send recap.

Suits: Agencies, accounting firms, law firms.

```
Here is the transcript of a client meeting:

[paste transcript]

Produce three things:
1. Minutes: decisions made, in short bullet points
2. Action list: each task, the owner, and the due date if one was mentioned (write "no
date" if not)
3. A follow-up email to the client, under 150 words, that confirms the decisions and
their actions
Do not add anything that was not said in the meeting. If something is unclear, list it
under "To confirm".
```

Good output looks like: Minutes that match your memory of the meeting, and a "To confirm" list that catches the vague bits.

Time saved: About 20 to 40 minutes per meeting.

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4. Summarize a long email thread before you reply

The job: Read a 30-message thread and know where things stand in one minute.

Suits: Law firms, agencies, accounting firms.

```
Here is an email thread, oldest first:

[paste thread]

Tell me:
- Where things stand now, in 3 sentences
- What the other side has asked for that we have not yet answered
- Any dates, amounts or commitments either side has made, with who made them
- What a sensible next reply should cover
Keep it under 200 words. Quote exact wording for any commitment.
```

Good output looks like: A short status you could read out on a call, with exact quotes for anything that was promised.

Time saved: About 10 to 20 minutes per long thread.

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5. Chase missing client documents politely

The job: Compare what a client has sent against what you need, then write the chase email.

Suits: Accounting firms, law firms, mortgage and property firms.

```
For a [type of job, e.g. year-end accounts] we need these documents:
[paste your standard checklist]

The client has sent these so far:
[paste list of what you have]

1. List what is still missing, in the order we need it
2. Write a short, polite email to [client first name] asking for the missing items, with
one line on why each matters
3. Write a shorter second reminder to send in [number] days if nothing arrives
No legal or tax advice. Keep each email under 120 words.
```

Good output looks like: An accurate missing list and two emails that sound like your firm, not a bank.

Time saved: About 10 to 15 minutes per client, and fewer files stuck waiting.

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6. Draft month-end commentary from the numbers

The job: Turn a profit and loss comparison into plain-English notes for a client or partner.

Suits: Accounting firms, finance teams in agencies and clinics.

```
Here is a profit and loss summary for [month] compared with [previous month] and budget:

[paste table]

Write commentary for a business owner who is not an accountant:
- The 3 biggest changes and the likely reasons, marked "likely" where you are guessing
- Anything that looks unusual and should be checked
- One question to ask the owner
Use plain words. Under 200 words. Do not invent figures. Show every number you mention
exactly as it appears in the table.
```

Good output looks like: Notes that point at the right lines, mark guesses as guesses, and ask a question you would have asked.

Time saved: About 20 to 45 minutes per client report.

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7. First pass on a contract before the lawyer reads it

The job: Get a list of clauses worth checking, so the lawyer's time goes to judgment, not reading.

Suits: Law firms, and any firm reviewing supplier or client contracts.

```
You are helping a qualified lawyer prepare to review this contract. You are not giving
legal advice.
We act for [our side, e.g. the buyer].

[paste contract]

List:
1. Clauses that are unusual or one-sided against our side, with the clause number and a
one-line reason
2. Missing clauses we would normally expect in a [type of contract]
3. Every date, deadline, notice period and payment term, with clause numbers
4. Defined terms that are used but never defined
Quote the exact clause text for each point. If you are unsure, say so.
```

Good output looks like: A checklist with clause numbers and exact quotes, which the lawyer then confirms or rejects.

Time saved: About 30 to 90 minutes per contract, depending on length.

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8. Write property listing descriptions from rough notes

The job: Turn an agent's viewing notes into a listing that is accurate and easy to read.

Suits: Real estate agencies, property managers.

```
Here are my notes from a property viewing:

[paste notes: rooms, size, condition, location, features]

Write:
1. A listing headline under 12 words
2. A description of 120 to 160 words that leads with the strongest real feature
3. Five bullet points of key facts
Only use facts from my notes. Do not use the words "stunning", "nestled" or "boasts". Do not describe anything I have not mentioned. List any facts a buyer will ask about that are missing from my notes.
```

Good output looks like: A listing with no made-up features, plus a "missing facts" list such as "no parking details".

Time saved: About 15 to 30 minutes per listing.

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9. Explain aftercare or a procedure in plain words

The job: Rewrite a clinician's instructions so a patient understands them at home.

Suits: Clinics, dental and aesthetic practices, physiotherapy.

```
Here are a clinician's aftercare instructions for [procedure]. They contain no patient details.

[paste instructions]

Rewrite them for a patient:
- Reading level of a 12-year-old
- Short numbered steps
- A separate section "Call us straight away if..." using only the warning signs in the original
- Do not add, remove or soften any medical instruction
At the end, list any part of the original that was unclear, so the clinician can check it.
```

Good output looks like: The same instructions, easier to follow, with nothing medical changed, signed off by a clinician before use.

Time saved: About 20 to 40 minutes per leaflet, written once and reused.

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10. Reply to online reviews, good and bad

The job: Answer every review with a reply that sounds human and stays safe.

Suits: Clinics, law firms, real estate agencies, agencies.

```
We are [firm name], a [type of business]. Here is a review we received:

[paste review and star rating]

Write a reply that:
- thanks them and mentions one specific thing they said
- for a negative review: apologizes for their experience without admitting fault, and
invites them to contact [name or role] at [email or phone]
- never confirms they are a client or patient, and never mentions any details of their
case or treatment
- is under 70 words
Give two versions so I can pick one.
```

Good output looks like: Two short replies that sound like a person, with no private details confirmed.

Time saved: About 5 minutes per review, and no reviews left unanswered.

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11. Turn client questions into answer-first website copy

The job: Use the questions clients actually ask to write web answers that people and AI tools can quote.

Suits: All of the above.

```
Here are questions our clients asked us this month, in their own words:

[paste questions from emails, calls or forms]

1. Group them into the 8 most common questions, using the client's wording
2. For each one, write an answer that starts with a direct 1 to 2 sentence answer, then
2 to 4 sentences of detail
3. Mark any answer where you need a fact from us (price range, timeline, location) with
[CHECK]
Do not invent facts about our firm. Plain words only.
```

Good output looks like: A ready FAQ draft where every unknown fact is marked [CHECK] instead of guessed.

Time saved: About 2 to 4 hours for a full FAQ page.

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12. Write a step-by-step process from a walkthrough

The job: Record someone doing a task once, then turn it into a written procedure a new hire can follow.

Suits: All of the above, especially firms training new staff.

```
Here is a transcript of [name/role] explaining how they [task], while doing it:

[paste transcript]

Write a standard operating procedure:
- Purpose in one sentence
- What you need before starting
- Numbered steps, one action per step, starting each with a verb
- Common mistakes and how to avoid them, only from what was said
- Questions for the person who recorded this, where steps were skipped or unclear
```

Good output looks like: A procedure a new starter can follow, plus a short list of gaps for the expert to fill.

Time saved: About 1 to 3 hours per procedure.

When to build a real agent instead of a prompt

A prompt is the right tool while a person is happy to copy, paste and send. It stops being enough when the job needs to run without someone sitting at the keyboard.

Build a real agent when most of these are true:

- **It happens many times a day.** Pasting the same kind of thing into Claude 20 times a day is a sign the job should run on its own.
- **Speed matters.** New enquiries, missed calls and lead follow-ups are worth more in the first few minutes than the next morning.
- **It needs to act in your systems.** Booking into the diary, updating the CRM, sending the email or placing a call, not just writing text.
- **The rules are stable.** If you have used the same prompt for a few weeks with few edits, the rules are clear enough to automate.
- **You need a record.** An agent can log what it did and hand the odd cases to a person with a summary.

Our own lead system is an example. When someone fills in one of our forms, they get an email within about a minute and an AI agent calls them.

If one of these jobs has outgrown copy and paste, tell us which one at thebetterai.com/contact.