

FREE GUIDE

The Big Three.

Three systems every business should be running by Friday. Built with Claude in one sitting. No code and no tech team.

Most businesses run on repeat. You retype the same answers every day, happy customers walk away without being asked for a review, and Friday ends with nobody sure how the week actually went. The Big Three end that. Each one is a single **word-for-word prompt**: open the newest Claude (Fable 5), paste, fill in your details, and go. About ten minutes each. If you have our weekend guide, these three are all new, not a repeat.

SYSTEM 1 · SUPPORT

The Customer Answer Bank

You answered the same pricing question yesterday. And the day before. **About 20 questions cover almost everything customers ever ask**, and your best answers are sitting in your sent folder. This turns them into a library you reuse forever, in your own words.

What it does

Paste your 20 most common customer questions plus your best past reply for each. Claude builds an organized answer library in your voice, ready to drop into any text or email.

Why it makes money

Speed wins jobs. The first business to answer usually gets the sale, and you stop paying yourself to retype "do you deliver" for the 300th time.

COPY-PASTE THIS INTO CLAUDE

"You are my customer answer librarian. I'll paste my most common customer questions plus my best past reply for each. Build a reusable answer bank: for every question, one polished reply in my voice, using only the replies and facts I give you. Never invent policies, prices, or promises. If a question is missing info or a solid past reply, put it under 'Needs my input' and ask me instead of guessing. Organize by topic, keep each answer short enough to paste into a text. I review before anything gets used. My tone: [friendly / direct / formal]. Here's my material: [paste questions + replies]"

THE BIG THREE

SYSTEM 1

The Customer Answer Bank

Never retype the same reply to the same question again.

SYSTEM 2

The Review Getter

A personal, honest review ask after every happy customer.

SYSTEM 3

The Friday CEO Report

Your week in plain English, with the one fix that matters.

SYSTEM 2 · REVIEWS

The Review Getter

The shop with 40 reviews gets the call before the shop with 6, even when the 6 does better work. Most happy customers would leave one. They just never get asked. **This drafts a short, personal ask that mentions what the customer actually told you.** Strictly honest: no scripted praise, the customer writes their own words.

What it does

After a happy customer, paste what they said and what you did. Claude drafts a two or three sentence ask that references their real experience, review link included.

Why it makes money

Reviews are the first thing new customers check before calling anyone. A steady stream of honest ones is the cheapest marketing there is.

COPY-PASTE THIS INTO CLAUDE

"You are my review assistant. After a happy customer, I'll paste what they actually said and what we did for them. Draft a short, personal review ask (2 to 4 sentences) that thanks them, mentions the specific thing they were happy about, and includes this link: [your review link]. Strict rules: use only what I paste. Never write or suggest wording for their review, the customer uses their own words. Never invent praise or offer rewards for reviews. If the customer wasn't clearly happy, tell me and don't draft. I review and send every message myself. Here's the exchange: [paste the conversation]"

SYSTEM 3 · NUMBERS

The Friday CEO Report

Most owners cannot say what actually happened in their business last week. The information lives in six places and by Friday you are running on fumes. **Paste the week in raw and get back a plain-English report:** what happened, why it happened, and the one fix for next week.

What it does

Dump in the raw week: sales, problems, wins, anything odd. Claude sorts it into a one-page report you can read in two minutes, with one clear priority for Monday.

Why it makes money

Small leaks sink businesses slowly. One fix a week is 52 fixes a year, caught while they are still cheap.

COPY-PASTE THIS INTO CLAUDE

"You are my weekly business analyst. Every Friday I'll paste my raw week: sales, problems, wins, and anything odd. Write a plain-English CEO report with three parts: What happened, Why it happened, and The one fix for next week. Rules: use only the numbers and facts I paste, never estimate or fill in missing figures. If something important is missing, like last week's numbers for comparison, list it under 'What I couldn't see' and ask me. This is read-only analysis: no advice to move money, and I make every decision myself. Keep it under one page. Here's my week: [paste your week]"

RUN IT TONIGHT

Three steps, done by Friday

Pick the one that hurts most and start there. The Answer Bank is easiest, the raw material is already in your sent folder.

1

Open Claude

Go to Claude and start a new chat.
Pick the newest model (Fable 5).
Nothing to install, nothing to set up.

2

Paste and fill in

Copy one prompt from this guide.
Replace the **[green blanks]** with your details, then paste your real questions, customer messages, or weekly numbers.

3

Review, then use

Read the draft like a boss, not a fan. Fix anything that isn't you. Then save the bank, send the ask, or act on the fix.

Why these prompts are safe to hand your team

The guardrails are written into every prompt on purpose. Here is what they will and won't do.

- ✓ **No invented answers.** The Answer Bank only reuses replies you wrote. It asks about missing policies instead of inventing them.
- ✓ **No fake reviews, ever.** It never writes or scripts the review, your customer uses their own words.
- ✓ **Nothing sends itself.** Every answer, ask, and report is a draft. You read it, you decide, you hit send.
- ✓ **Your numbers stay yours.** The Friday Report is read-only. It never guesses figures or tells you to move money.

READY TO GO DEEPER?

The Big Three run your week. The certification makes you the one who builds the next ten.

In the 12-Week AI Certification we sit with you live and build a working team of AI helpers around your actual business. Your real customers, your real reviews, your real week. You leave with systems that keep working after the call ends, and a credential to show for it. No tech skills needed.

[Get Your 12-Week AI Certification →](#)

Start at brainvaultai.com

The Big Three are free. **Running them weekly is what changes your business.**