

BotFit: 25 Copy-Paste Bot Prompts

Ready-to-use prompts for ChatGPT, Gemini, Claude, Copilot, and similar AI bots. Replace anything in [brackets] with your details. Every prompt is built so the bot drafts and **you** decide: you send, pay, file, and sign.

Three rules for every bot job: 1) Check facts, numbers, and dates. 2) Never paste passwords or sensitive customer data. 3) Nothing leaves your hands without you reading it.

Time estimates are typical, not guaranteed. This is educational material, not financial, tax, or legal advice. More jobs and guides at botfit.net/jobs.

1. Draft follow-ups for unpaid invoices *(Small business (any type))*

Each week, give the bot your list of overdue invoices and it drafts a polite, specific reminder for each one. You read them and hit send.

You are my accounts receivable assistant. Below is a list of unpaid invoices (customer name, invoice number, amount, due date). For each one, draft a short, friendly reminder email in a warm, professional tone. Mention the invoice number, amount, and due date. Offer to resend the invoice. Do not threaten late fees unless I tell you to. Keep each email under 90 words.

[paste invoice list]

You stay in charge: You send every email yourself. The bot never contacts customers on its own.

2. Reply to Google reviews in your voice *(Small business (any type))*

Paste in new reviews and get short, personal replies that thank happy customers and calmly address complaints.

Draft a reply to each customer review below for my business, [business name]. Thank the customer by first name, mention one specific thing they said, and keep it under 60 words. For negative reviews, apologize once, don't argue, and invite them to call [phone]. Never offer refunds or discounts unless I say so.

[paste reviews]

You stay in charge: You post the replies. Read every negative-review reply twice before it goes up.

3. Turn messy notes into a weekly plan *(Small business (any type))*

Dump your scribbled notes, voice memo transcripts, or text-to-self messages and get a clean, prioritized to-do list.

Here are my messy notes from this week. Turn them into a to-do list grouped by: Today, This week, Waiting on someone, and Someday. Put a deadline next to anything that mentions a date. Flag anything that looks like it involves money or a customer promise. Ask me about anything unclear instead of guessing.

[paste notes]

You stay in charge: You decide the priorities. The bot only organizes what you gave it.

4. Meeting notes to action items *(Small business (any type))*

Paste a call transcript or your notes and get a summary, decisions, tasks with owners, and a follow-up email draft.

Summarize this meeting transcript into: 1) a three-sentence summary, 2) decisions made, 3) action items with owner and due date, 4) open questions. Then draft a short follow-up email to the attendees. Don't invent owners or dates that weren't mentioned; mark them as TBD.

[paste transcript]

You stay in charge: Check the action items against your memory before sending the follow-up.

5. Listing description from your notes *(Real estate agents)*

Turn your walk-through notes and the property facts into an MLS-ready description and a shorter social caption.

Write a listing description from these property facts and my notes. Give me: a 250-word MLS description, a 60-word social caption, and 5 headline options. Stick to the facts provided. Do not describe the neighborhood's residents, schools' quality, or anything that could raise fair housing concerns. No exaggeration.

[paste beds, baths, sq ft, features, notes]

You stay in charge: Check every fact against the listing sheet. You're responsible for the accuracy and fair housing compliance of what you publish.

6. Speed-to-lead follow-up drafts *(Real estate agents)*

When a new web or Zillow lead comes in, get a personal first reply plus a 3-message follow-up sequence to send if they go quiet.

A new lead came in. Name: [name]. Source: [source]. What they asked: [message]. Draft: 1) a first reply that answers their question and asks one easy follow-up question, 2) a day-3 check-in, 3) a day-7 helpful-info message, 4) a day-14 last friendly touch. Keep each under 80 words and sound like a real person, not a template.

You stay in charge: You send each message and stop the sequence the moment they reply.

7. Collect and summarize showing feedback *(Real estate agents)*

Draft feedback requests to buyer agents, then summarize the replies into a clear update for your seller.

1) Draft a short, polite text to buyer agents asking for feedback on the showing at [address]: overall impression, price opinion, and likelihood of an offer. 2) When I paste the replies below, summarize them for my seller in a calm, honest update with common themes and any price feedback.

[paste replies]

You stay in charge: You decide what to pass on to the seller and how to frame price conversations.

8. Open house promotion kit *(Real estate agents)*

Create a set of posts, a neighbor flyer blurb, and a sign-in follow-up email for each open house.

Create an open house kit for [address] on [date/time]: 3 social posts (short, medium, long), a 50-word neighbor flyer blurb, and a thank-you email for people who sign in, with a soft question about their timeline. Facts only from what I provide.

[paste key features]

You stay in charge: Review posts for accuracy and brokerage branding rules before publishing.

9. Turn site notes into a clean estimate *(Trades and contractors)*

Snap notes on site, then have the bot turn them into a clear, itemized estimate write-up and cover message.

Turn my job site notes into a customer-friendly estimate write-up. Include: scope of work in plain English, itemized line items with the prices I give you, what's not included, and a short cover message. Don't invent prices or materials. If something's missing, list it as a question for me.

[paste notes and prices]

You stay in charge: You set every price. Review the scope carefully before it goes to the customer.

10. On-my-way and job update texts *(Trades and contractors)*

Get a set of ready-to-send texts for every stage of a job: scheduled, on my way, running late, done, and invoice sent.

Write short text message templates for my [trade] business for each stage: appointment confirmed, day-before reminder, on my way (with ETA blank), running late apology, job complete with what we did, and invoice sent. Friendly, under 40 words each, with [brackets] for details I fill in.

You stay in charge: You send the texts. Keep them honest, especially the running-late one.

11. Follow up on quotes that went quiet *(Trades and contractors)*

Paste your open quotes and get polite check-in messages that answer common objections without being pushy.

Here are quotes I sent that haven't been accepted (customer, job, amount, date sent). For each, draft a short follow-up that checks in, offers to answer questions, and mentions our availability. No pressure tactics or fake deadlines.

[paste quote list]

You stay in charge: You choose who to follow up with and when.

12. Ask happy customers for reviews *(Trades and contractors)*

Draft a short thank-you and review request after each finished job, plus a reply to whatever they post.

Draft a thank-you text for [customer] after we finished [job]. Thank them, mention the job, and ask if they'd leave a Google review at [link]. Keep it under 50 words. Don't offer anything in exchange for a review.

You stay in charge: You send it, and only to customers who were actually happy.

13. Appointment reminders that cut no-shows *(Salons, barbers, and beauty pros)*

Create reminder, confirmation, and no-show follow-up messages that sound like you.

Write text templates for my [salon/barbershop]: booking confirmation, 48-hour reminder, 2-hour reminder, late-arrival policy reminder, and a kind no-show follow-up with a rebooking link [link]. Warm, short, with [brackets] for client name and time.

You stay in charge: You load the templates into your booking app and decide your no-show policy.

14. Rebooking nudges for lapsed clients *(Salons, barbers, and beauty pros)*

Paste a list of clients who haven't booked in a while and get a personal 'we miss you' message for each.

These clients haven't booked in 8+ weeks (name, last service, last visit date). Draft a personal, low-pressure rebooking text for each that mentions their last service. Under 40 words. No discounts unless I add one.

[paste list]

You stay in charge: You choose who gets a message. Respect anyone who opted out of texts.

15. A week of salon social posts *(Salons, barbers, and beauty pros)*

Turn your services, specials, and a few photo descriptions into a week of captions and story ideas.

Plan 7 days of Instagram and Facebook posts for my [salon]. Mix: before/after (I'll supply photos), a tip, a service spotlight, behind the scenes, and one booking reminder. Give each a caption under 120 words and 5 hashtags. Don't promise results like 'guaranteed' or 'permanent'.

[paste services and specials]

You stay in charge: You pick the photos, get client permission to post, and approve each caption.

16. Rewrite your service menu *(Salons, barbers, and beauty pros)*

Turn a cluttered price list into clear service descriptions that set expectations about time and results.

Rewrite my service menu below. For each service: a clear name, a 25-word description, how long it takes, and what the client should know before booking. Keep my prices exactly as given.

[paste menu]

You stay in charge: You set the prices and check each description is accurate.

17. Product listing writer *(Etsy and online sellers)*

Turn product specs into a title, bullets, and description written for search, without hype.

Write an [Etsy/eBay/Shopify] listing from these specs: a title under 140 characters with natural keywords, 5 benefit bullets, a 150-word description, and 13 tags. Don't claim anything I didn't give you (no 'best', no health claims).

[paste specs]

You stay in charge: You check every detail against the actual product.

18. Customer message replies *(Etsy and online sellers)*

Draft quick, friendly replies to shipping questions, custom requests, and order issues using your shop policies.

My shop policies: [shipping times, returns, custom orders]. Draft a reply to this buyer message that's friendly, short, and follows the policies. If they want an exception, draft a polite reply and flag it for me.

[paste message]

You stay in charge: You send replies and decide all refunds and exceptions.

19. Refresh stale listings *(Etsy and online sellers)*

Paste listings with low views and get rewritten titles and tags plus ideas for better photos.

These listings have low views. For each, suggest a new title, 13 tags, and 2 photo ideas, and explain the change in one sentence. Keep the product facts the same.

[paste listings]

You stay in charge: You choose which changes to try and watch your shop stats.

20. Low-stock reorder emails *(Etsy and online sellers)*

Paste your stock sheet and get a list of items to reorder plus draft emails to each supplier.

From this stock sheet (item, on hand, reorder level, supplier), list items at or below reorder level and draft one purchase email per supplier with items and quantities. Ask me if a quantity isn't clear.

[paste sheet]

You stay in charge: You approve quantities and send the orders.

21. Freelance proposal first drafts *(Side hustlers)*

Paste a job post and get a summary, smart questions to ask, and a short proposal to make your own.

Here's a freelance job post. 1) Summarize what the client actually needs in 3 bullets. 2) List 3 smart questions to ask them. 3) Draft a 150-word proposal in a friendly, direct voice using my background: [your skills]. No overpromising.

[paste job post]

You stay in charge: Rewrite it in your voice. Clients hire you, not the bot.

22. Content repurposing for local businesses *(Side hustlers)*

Take one video or blog post from a business and turn it into captions, an email, and short-video hooks. A service you could offer.

Turn this transcript into: 5 social posts, 1 short email, and 3 hooks for 30-second videos. Keep the business's tone and facts. Don't add claims they didn't make.

[paste transcript]

You stay in charge: You edit everything and get the client's OK before anything is published.

23. Resume and LinkedIn tune-ups *(Side hustlers)*

Offer resume rewrites where the bot drafts and you add the judgment and the human touch.

Rewrite these resume bullets using strong action verbs and results. Where a number would help, ask me for it instead of making one up. Then draft a 3-sentence LinkedIn 'About' section.

[paste resume]

You stay in charge: Never invent experience or numbers for a client.

24. Research briefs with sources *(Side hustlers)*

Offer quick research summaries for creators or small businesses. The bot gathers, you verify.

Research [topic] for [audience]. Give me 5 key findings, each with a source link, plus 3 open questions and anything you're unsure about. Clearly separate facts from opinions.

You stay in charge: Click every source. Bots can get facts wrong or invent links.

25. Prep your Florida DR-15 sales tax return *(Florida small business)*

Each month, pull the sales tax report from QuickBooks Desktop and line it up with the DR-15 fields so filing takes minutes. BotFit offers this done-for-you.

From this QuickBooks sales tax liability report, list for the period [month/year]: gross sales, exempt sales, taxable amount, and tax collected, plus discretionary sales surtax by county. Lay it out to match the Florida DR-15 lines. Flag anything that doesn't add up. Don't file anything; this is for my review.

[paste report]

You stay in charge: You review and approve every return. With BotFit's service, nothing is filed without your yes.

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