FREE BUSINESS GUIDE | 99-PROMPT EDITION

OPERATIONS FIELD MANUAL

99 COPY-READY AI PROMPTS

Procedures, hiring, schedules, vendors, invoices, and team messages for small businesses

OP

QUICK START

CHOOSE A PROMPT

Find the situation in front of you, open the matching prompt, and run it on one real piece of work today.

ONE-MINUTE QUICK START: PICK THE LINE THAT MATCHES TODAY

OP-01 **Write a procedure from notes**
You know how a task is done and it is not written down. PAGE 09

OP-28 **Schedule change**
The schedule is changing. PAGE 10

OP-73 **Estimate**
You are quoting a job. PAGE 11

Each line points to the full prompt card. Copy it, replace the bracketed fields with facts you can verify, and work the owner review before you hand it over.

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PREPARATION

THE COMPANY BRIEF

Write this once. It is the part of every prompt that stays the same, so the AI never has to guess who you are or what you may claim.

FIELD	WHAT TO WRITE	FILLED EXAMPLE, FICTIONAL BUSINESS
Sender	Your name and role	Rosa Delgado, owner
Company	The business name	Northfield Plumbing
Offer	What you sell or do	Residential plumbing repair
Coverage area	Where you actually work	Port Ellery and 20 miles around it
Approved proof	Proof you may cite, or none	Licensed and insured. License number on file
Limits	What you do not do or promise	No commercial work. No gas lines
Voice	Three words	Direct, fair, short

Northfield Plumbing, Rosa Delgado and the crew are fictional. They appear through page 07 so you can follow one business from first message to finished document.

BLANK BRIEF: SELECT, COPY, FILL IN

```
Sender: [your name and role]
Company: [the business name]
Offer: [what you sell or do]
Coverage area: [where you actually work]
Approved proof: [proof you may cite, or none]
Limits: [what you do not do or promise]
Voice: [three words]
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HOW THE PROMPTS USE IT

Every prompt starts with **Company brief: [sender, company, offer, coverage area, approved proof, limits, voice]**. Paste your filled brief over that bracket. An editable copy sits on the workbook's Start Here tab.

KEEP IT TRUE

If a claim changes, change the brief first. Prices, coverage, and proof drift faster than you expect. Review it monthly.

PREPARATION

THE FACT SHEET

Sort what you know from what you assume before you draft. The first three lines may go in. The fourth never does.

LINE	WHAT GOES HERE	A. ENOUGH TO WRITE NOW	B. NEEDS A FACT FIRST
Facts	What you know to be true	Saturday on-call moves to 8 to noon	"We might change weekends"
Source	Where each fact came from	Rosa's own decision	A hallway conversation
Date	When you saw it	Decided this week	Not decided
Assumptions	What you are guessing. Keep these out	None	That everyone is fine with it
Permissions	Names or details you are cleared to use	Crew names on the rotation	None
Next decision	The one thing the reader should do	Tell Rosa by Wednesday	Not ready to say

Column A is Northfield Plumbing. Column B shows the same business without enough to go on. All names are fictional.

THE SECOND LINE OF EVERY PROMPT

Reader: [who will use or receive this, and their role]

It tells the AI who the document is for. Example: *Reader: The field crew, four plumbers on the on-call rotation*.

GET A FACT BEFORE YOU START WHEN

The document depends on something specific: a date, a price, a policy, a name, a permission. Find the source and its date, or leave the claim out. Never let the AI fill the gap.

FOUR PARTS OF EVERY PROMPT

Company brief. Who you are and your limits.
Reader. Who it is for.
Scenario. The facts of this one case.
Instruction. What to write, and what never to invent.

WORKED EXAMPLE

FROM INPUT TO DRAFT

Saturday on-call hours are changing. Rosa runs OP-28.

1. OP-28 WITH THE FIELDS FILLED IN

Company brief: Rosa Delgado, owner, Northfield Plumbing, Residential plumbing repair, Port Ellery and 20 miles around it. Licensed and insured. License number on file. No commercial work. No gas lines. Direct, fair, short.

Reader: The field crew, four plumbers on the on-call rotation

Scenario: Saturday on-call moves from a full day to 8 to noon; starting Saturday, December 5; all four on the rotation; Rosa, by Wednesday

The instruction paragraph under the fields is unchanged. See the full card in the library.

THE FACT IT WILL NOT GUESS

OP-28 stops and asks if you leave out **the dates**.

2. AN ILLUSTRATIVE DRAFT

Team,

Starting Saturday, December 5, Saturday on-call runs 8 to noon, not the full day. This applies to all four of you on the rotation.

If the new hours do not work for a Saturday you are down for, tell me by Wednesday.

Rosa

Owner notes: Update the posted rotation to match before this goes out.

Fictional example. This draft was written for the manual to show the shape of a good result. It is not recorded AI output.

3. ROSA'S EXACT CHECKS

1. Is the start date right? Yes, December 5.
2. Does it say who is affected? Yes, all four on the rotation.
3. Is there a way to object, with a deadline? Yes, Rosa by Wednesday.
4. Does the posted rotation match? Not yet. Noted.
5. Anything invented? No pay change, no reason nobody gave.

IF A KEY INPUT WERE MISSING

The date was left blank, so the prompt will not announce a change with no start. It returns:

Needs input
1. The dates the change takes effect.

BEFORE AND AFTER

REQUEST A QUOTE

Fictional example. A plumbing shop asks a supply house for prices. Both drafts were written for this manual.

BEFORE: BASIC PROMPT

Write an email asking a supplier for prices.

WHAT A PROMPT LIKE THAT TENDS TO PRODUCE

Dear Sir or Madam,

I hope this email finds you well. We are interested in your products and would like to request pricing information.

Please send your best prices at your earliest convenience. Thank you.

WHY IT FALLS SHORT

No quantities and no specs.

No date, so no vendor can commit.

Quotes come back in shapes that cannot be compared.

AFTER: OP-46 WITH THE FIELDS FILLED IN

Company brief: Rosa Delgado, owner; Northfield Plumbing; Residential plumbing repair; Port Ellery and 20 miles around it; Licensed and insured. License number on file; No commercial work. No gas lines; Direct, fair, short

Reader: Inside sales at a plumbing supply house

Scenario: 40 half-inch quarter-turn angle stops, lead-free brass, and 12 wax-free toilet seals; delivered by Friday, December 11; unit price, quantity breaks and delivery charge on separate lines

Write a request that lists exactly what is needed, the date, and how the quote should be itemized so quotes can be compared. If I left out what I need, reply only with a Needs input list. Return one email under 130 words. Use only the facts above. State no policy, pay figure, date or rule that is not listed above. Put anything I must decide or verify under Owner notes, outside the document.

IMPROVED DRAFT, ILLUSTRATIVE

Subject: Quote request: angle stops and toilet seals

Hello,

Please quote the following for Northfield Plumbing: 40 half-inch quarter-turn angle stops, lead-free brass, and 12 wax-free toilet seals.

We need delivery by Friday, December 11. Please show unit price, any quantity breaks, and the delivery charge as separate lines.

Rosa Delgado
Northfield Plumbing

Owner notes: Send the same request to each vendor so the quotes compare line for line.

WHAT CHANGED

Exact items, counts and specs.

One delivery date.

A layout every vendor answers the same way.

TWO EDITS FOR ANY DOCUMENT

1. Trade "best price" for a spec. Vendors price what you describe, not what you hope.

2. Ask for the breakdown. Unit, breaks and delivery on separate lines.

HOW THE PROMPTS PROTECT YOU

WHEN IT ASKS FIRST

A Needs input reply is not an error. It is the prompt refusing to make something up.

PROMPT	SITUATION	THE FACT IT WILL NOT GUESS
OP-01	Write a procedure from notes	Your rough notes
OP-19	First-day plan	What they should be able to do
OP-37	Agenda	The purpose
OP-28	Schedule change	The dates
OP-55	Weekly schedule message	Anything unusual
OP-91	Weekly report	Your numbers for the week
OP-46	Request a quote	What you need
OP-64	Invoice cover note	The due date
OP-73	Estimate	Each line item with its price

Every one of the 99 prompts carries this line: "If I left out [one fact], reply only with a Needs input list." The table shows that fact for the nine prompts printed in this manual.

WHAT IT LOOKS LIKE

You paste OP-28 with one field blank. No draft comes back. You get:

Needs input
1. The dates the change takes effect.

THREE WAYS TO ANSWER IT

1. Supply the fact and run the prompt again.
2. Go and find it. Check the record, then come back.
3. Drop the document. If the fact does not exist, the document should not either.

DO NOT

Do not tell the AI to "just estimate" or "use a placeholder". That turns a question into an invented answer with your name on it.

PROMPT INDEX

FIND YOUR PROMPT

Pick the category by what just happened, then pick the prompt by the decision in front of you.

CATEGORY	USE IT WHEN	PROMPT IDS
Procedures and checklists	A task lives in someone's head	OP-01 to OP-09
Hiring	You are filling a role	OP-10 to OP-18
Onboarding and training	Someone new is starting	OP-19 to OP-27
Team messages	The whole crew needs to know	OP-28 to OP-36
Meetings	People are giving you their time	OP-37 to OP-45
Vendors and purchasing	You are buying or comparing	OP-46 to OP-54
Scheduling and capacity	Hours and coverage are changing	OP-55 to OP-63
Invoices and collections	Money is owed to you	OP-64 to OP-72
Estimates and job paperwork	You are pricing or documenting a job	OP-73 to OP-81
Feedback and difficult conversations	You have to say something hard, or kind	OP-82 to OP-90
Planning and reporting	You need the week or month on a page	OP-91 to OP-99

Nine prompts per category, 99 in all. The library PDF prints every one as a card, three to a page.

CUE 1: IS IT ABOUT ONE PERSON?

Then use Feedback and difficult conversations, and have discipline wording reviewed.

CUE 2: IS MONEY OWED?

Then use Invoices and collections. Amounts and dates come from the invoice.

CUE 3: WILL SOMEONE FOLLOW IT STEP BY STEP?

Then use Procedures and checklists, and test it by watching.

All 99 prompts: open the library 13

COPY-READY PROMPTS

WRITE IT DOWN

Three library prompts, word for word. Replace each bracketed field, then paste.

OP-01 Write a procedure from notes

Use when: You know how a task is done and it is not written down.

Company brief: [sender, company, offer, coverage area, approved proof, limits, voice]
Reader: [who will use or receive this, and their role]
Scenario: [the task]; [my rough notes or a spoken walkthrough, pasted]; [who does it and how often]
Optional: [tools, logins or forms it uses]
Turn the notes into a numbered procedure, one action per step, each starting with a verb. Add what done looks like at the end. Mark any step where my notes skip something. If I left out my rough notes, reply only with a Needs input list. Return one procedure. Use only the facts above. State no policy, pay figure, date or rule that is not listed above. Put anything I must decide or verify under Owner notes, outside the document.

OWNER REVIEW
Confirm your rough notes by watching the task done once from this page.

ALSO CHECK
Date it, and name who owns the next update.

OP-19 First-day plan

Use when: A new hire starts soon.

Company brief: [sender, company, offer, coverage area, approved proof, limits, voice]
Reader: [who will use or receive this, and their role]
Scenario: [the role]; [who they will meet]; [what must be set up]; [what they should be able to do by the end of day one]
Write an hour-by-hour first day with who they meet, what gets set up, and the one thing they will be able to do by day's end. If I left out what they should be able to do, reply only with a Needs input list. Return one schedule. Use only the facts above. State no policy, pay figure, date or rule that is not listed above. Put anything I must decide or verify under Owner notes, outside the document.

OWNER REVIEW
Confirm what they should be able to do with the person who will be there on the day.

ALSO CHECK
A new hire should not have to ask where anything is.

OP-37 Agenda

Use when: A meeting needs an agenda.

Company brief: [sender, company, offer, coverage area, approved proof, limits, voice]
Reader: [who will use or receive this, and their role]
Scenario: [the purpose, in one sentence]; [the topics]; [who must be there]; [the time I have]
Write an agenda with a time for each topic, who leads it, and what decision or output is wanted from each. If a topic needs no decision, suggest handling it by message instead. If I left out the purpose, reply only with a Needs input list. Return one agenda. Use only the facts above. State no policy, pay figure, date or rule that is not listed above. Put anything I must decide or verify under Owner notes, outside the document.

OWNER REVIEW
Confirm the purpose with the people who have to be in the room.

ALSO CHECK
Every item ends with an owner and a date.

COPY-READY PROMPTS

RUN THE WEEK

Schedules and reports the crew can act on without a phone call.

OP-28 Schedule change

Use when: The schedule is changing.

Company brief: [sender, company, offer, coverage area, approved proof, limits, voice]
Reader: [who will use or receive this, and their role]
Scenario: [what is changing]; [the dates]; [who is affected]; [who to tell if it does not work]
Write a message with the change and dates first, then who is affected and who to contact. If I left out the dates, reply only with a Needs input list. Return one message under 70 words. Use only the facts above. State no policy, pay figure, date or rule that is not listed above. Put anything I must decide or verify under Owner notes, outside the document.

OWNER REVIEW
Confirm the dates before the team reads it.

ALSO CHECK
Would someone off shift today understand it tomorrow?

OP-55 Weekly schedule message

Use when: You send the schedule each week.

Company brief: [sender, company, offer, coverage area, approved proof, limits, voice]
Reader: [who will use or receive this, and their role]
Scenario: [the schedule, pasted]; [anything unusual this week]
Write a short message that points out only what is unusual and how to request a change. If I left out anything unusual, reply only with a Needs input list. Return one message under 60 words. Use only the facts above. State no policy, pay figure, date or rule that is not listed above. Put anything I must decide or verify under Owner notes, outside the document.

OWNER REVIEW
Confirm anything unusual against the posted schedule and time-off requests.

ALSO CHECK
Check overtime and break rules before you publish hours.

OP-91 Weekly report

Use when: You want a one-page view of the week.

Company brief: [sender, company, offer, coverage area, approved proof, limits, voice]
Reader: [who will use or receive this, and their role]
Scenario: [my numbers for the week, pasted]; [last week's numbers]
Write a one-page report: what changed, by how much, and what it might mean. State causes only where the numbers show them. If I left out my numbers for the week, reply only with a Needs input list. Return one report under 200 words. Use only the facts above. State no policy, pay figure, date or rule that is not listed above. Put anything I must decide or verify under Owner notes, outside the document.

OWNER REVIEW
Confirm your numbers for the week against the source numbers, not last week's report.

ALSO CHECK
One page. If it runs long, a decision is hiding in it.

COPY-READY PROMPTS

HANDLE THE MONEY

Quotes, invoices and estimates. Every figure comes from a record.

OP-46 Request a quote

Use when: You need prices from a vendor.

Company brief: [sender, company, offer, coverage area, approved proof, limits, voice]

Reader: [who will use or receive this, and their role]

Scenario: [what I need, with quantities and specs]; [when I need it]; [how I want the quote broken out]

Write a request that lists exactly what is needed, the date, and how the quote should be itemized so quotes can be compared. If I left out what I need, reply only with a Needs input list. Return one email under 130 words. Use only the facts above. State no policy, pay figure, date or rule that is not listed above. Put anything I must decide or verify under Owner notes, outside the document.

OWNER REVIEW
Confirm what you need against the last order or the spec sheet.

ALSO CHECK
Get the price and the delivery date in writing.

OP-64 Invoice cover note

Use when: You are sending an invoice.

Company brief: [sender, company, offer, coverage area, approved proof, limits, voice]

Reader: [who will use or receive this, and their role]

Scenario: [the invoice number and amount]; [what it covers]; [the due date]; [how to pay]

Write a short note with the amount, what it covers, the due date and how to pay. If I left out the due date, reply only with a Needs input list. Return one message under 60 words. Use only the facts above. State no policy, pay figure, date or rule that is not listed above. Put anything I must decide or verify under Owner notes, outside the document.

OWNER REVIEW
Confirm the due date against the invoice and the payment record.

ALSO CHECK
Collections wording can carry legal weight. Have it reviewed.

OP-73 Estimate

Use when: You are quoting a job.

Company brief: [sender, company, offer, coverage area, approved proof, limits, voice]

Reader: [who will use or receive this, and their role]

Scenario: [the job]; [each line item with its price]; [what is not included]; [how long the price holds]; [payment terms]

Write an estimate with each item and price, an exclusions list, how long the price holds, and terms. Total it only from my numbers and show the arithmetic. If I left out each line item with its price, reply only with a Needs input list. Return one estimate. Use only the facts above. State no policy, pay figure, date or rule that is not listed above. Put anything I must decide or verify under Owner notes, outside the document.

OWNER REVIEW
Confirm each line item with its price against your price sheet and what you saw on site.

ALSO CHECK
Say what is not included. That line prevents the argument.

REVIEW AND MEASURE

BEFORE YOU HAND IT OVER

Run this list on every document. Then measure with one definition and one observation window.

CHECKLIST. PRINT THIS PAGE IF IT HELPS

- [ ] The reader can act on it without asking you a question.
- [ ] Dates, pay, prices and policies match the source.
- [ ] Nothing states a rule you have not actually set.
- [ ] Hiring, discipline and collections wording has been reviewed.
- [ ] Every task has an owner and a date.
- [ ] Private details about a person are left out.
- [ ] It is dated, and someone owns the next update.
- [ ] It reads naturally out loud, in your voice.

ILLUSTRATIVE RESULTS. FICTIONAL BATCH, NOT A BENCHMARK

Brightwater Cleaning, a fictional six-person crew, wrote 12 procedures with these prompts and had a second person follow each one with no help.

12	12	9	3	5	75.0%
Written	Tested	Passed	Fixed	Questions	First-pass rate

First-pass rate = 9 followed with no help / 12 tested = 75.0%. Test every procedure the same way, with someone who did not write it.

PASSED

A second person finished the task from the page alone.

FIXED

A step was missing or wrong and you rewrote it.

QUESTIONS

Each time the tester had to ask. Every one is an edit.

COMPARE FAIRLY

Same kind of work, same window, same way of counting. Change one thing per batch and write it in the Notes column of the Results Log. A small batch is a signal, not proof.

COMPANION RESOURCES

OPEN THE LIBRARY

The full library ships in three formats. Start with one piece of work you already have to do.

THREE COMPANION FILES, SAME 99 PROMPTS

PDF

Recon11_99_Operations_and_Team_Prompt_Library.pdf
All 99 prompts as designed cards, three to a page, in the same format as this manual. Read, print, or copy from it.

XLSX

Recon11_99_Operations_and_Team_Prompts.xlsx
Start Here, Prompt Library, and Results Log. Filter by category, copy a prompt from one cell, log results. No macros.

MD

Recon11_99_Operations_and_Team_Prompts.md
The same 99 prompts as plain text. Opens in any text editor.

HOW TO OPEN THEM

All three come in the same kit folder as this PDF. They are also attached inside it: in Adobe Acrobat or Reader, open the Attachments panel (the paperclip icon) and double-click a file.

RUN YOUR FIRST DRAFT IN FOUR MOVES

01 **Choose.** Pick one live piece of work from your own list. Find its prompt on page 08 or with the Category filter in the workbook.

02 **Fill.** Paste your company brief from page 03, then replace each bracketed field with a fact you can point to.

03 **Review.** If the AI returns Needs input, supply the fact and run it again. If it drafts, work the owner review and the list on page 12. You hand it over it.

04 **Log.** Add one row to the Results Log: prompt ID, date, what happened, and what you had to change.

The prompts draft. You verify and hand it over. Nothing in this guide promises a result, and every business, person, price, and number shown is fictional. This guide is educational and is not legal, financial, or other professional advice.