

SOLO STACK • FREE GUIDE • OCT 2026

The Prompt Pack

20 copy-paste Claude prompts for a one-person business: clients, money, marketing, admin and planning.

20 prompts

5 sections

any Claude plan

no sign-up



How to use **this pack**

1

Open Claude

On claude.ai, the desktop app or the phone app. Every prompt here works on the free plan.

2

Copy a black box

Swap the **highlighted bits** for your own details. Paste in real notes, emails or numbers: the more context, the better the answer.

3

Push back

Reply with "shorter", "more like me" or "what did you assume?". The second answer is usually the good one.

4

Keep the winners

Put the prompts you use every week into a Claude Project so they're one click away. The free plan includes up to 5 projects.

Check before you send. Claude can get facts wrong, so read every draft. Never paste in passwords, card numbers or private client details you wouldn't hand to an assistant.



Clients • 01-02

Vague request → quote FUZZY ASKS

01.txt

• paste into Claude

A client sent me this: **paste message**
List what's unclear, then write a short reply asking only the questions I need answered to give a price. Max 5 questions, friendly tone.

Say no to extra work, nicely SCOPE CREEP

02.txt

• paste into Claude

A client wants **extra thing** on top of **original job**. Write two replies: one that says yes as a paid extra at **price**, and one that politely says no. Keep it warm. Under 100 words each.



Clients • 03-04

Welcome email for new clients AFTER THEY SAY YES

03.txt

• paste into Claude

Write a welcome email for new clients of my **type of business**. Include: what happens next, what I need from them (**list**), how to reach me, and my working hours (**hours**). Plain, warm, easy to skim.

Ask for a review RIGHT AFTER A GOOD JOB

04.txt

• paste into Claude

Write a short message asking **client** for a review after **job**. Mention one specific thing from the job: **detail**. Include the link **review link**. No pressure, and no discounts or freebies in exchange for the review.

Money • 05–06

Am I charging enough? BEFORE YOU QUOTE AGAIN

05.txt

• paste into Claude

I charge **price** for **service** in **area**.
Ask me 5 questions about my costs, time and clients, one at a time. Then tell me if I'm undercharging and give me 3 pricing options with the trade-offs of each.

Where's the money going? ONCE A MONTH

06.txt

• paste into Claude

Here are last month's business expenses:
paste or upload
Group them, flag subscriptions I might not need, and list the 3 biggest savings.
Ask me about anything you can't tell.



Money • 07-08

The price-rise note 4+ WEEKS BEFORE IT STARTS

07.txt

• paste into Claude

I'm raising prices from **old** to **new** on **date**. Write a short note to existing clients: the reason in one line, what stays the same, and when it starts. No apologising, no waffle.

8-week cash check WHEN THINGS FEEL TIGHT

08.txt

• paste into Claude

Here's what's coming in and going out over the next 8 weeks: **paste**
Starting from **today's balance**, show the balance week by week, the lowest week, and 3 ways to close any gap. Show your maths.

Marketing • 09–10

30 days of post ideas WHEN YOU'RE STUCK

09.txt

• paste into Claude

I run **business** for **ideal customer**.
Give me 30 post ideas: 10 that answer common questions, 10 behind-the-scenes, 10 that show finished work (I'll add real examples).
One line each, no hashtags.

Rewrite my bio INSTAGRAM, WEBSITE, LINKEDIN

10.txt

• paste into Claude

Here's my bio: **paste**
Rewrite it 3 ways, for **Instagram / website / LinkedIn**: who I help, with what, and one reason to trust me. Use only facts I gave you.



Marketing • 11-12

Use your customers' words BEFORE WRITING ANY AD OR PAGE

11.txt

• paste into Claude

Here are reviews and messages from customers:
paste

Pull out the exact phrases they use for their problem and the result they wanted. Then write 5 headlines using their words, not mine.

Wake up old clients QUIET MONTH

12.txt

• paste into Claude

Write a short email to past clients I haven't worked with in 6+ months. Remind them what I do, mention **seasonal reason**, and offer **simple next step**. Under 120 words, no fake urgency.



Admin • 13-14

Turn a task into a checklist BEFORE YOU HAND IT OFF

13.txt

• paste into Claude

Here's how I **task**, explained messily:
paste or dictate

Turn it into a step-by-step checklist someone new could follow, with the tools used and the mistakes people usually make.

Call notes → actions STRAIGHT AFTER A CALL

14.txt

• paste into Claude

Here are my notes from a call with **who**:
paste

Give me: decisions made, who does what by when, open questions, and a short follow-up email I can send now.



Admin • 15–16

Explain this contract BEFORE YOU SIGN

15.txt

• paste into Claude

Here's a contract I've been sent: **upload**
In plain English: what I'm agreeing to, deadlines, payment terms, how either side can end it, and anything unusual. I know this isn't legal advice.

Write my cancellation policy WEBSITE OR BOOKING PAGE

16.txt

• paste into Claude

Write a short cancellation and refund policy for my **business**. My rules: **notice period, deposit, refunds**. Plain English, under 200 words, and nothing I didn't list.

Planning • 17–18

90-day goal → weekly steps START OF A QUARTER

17.txt

• paste into Claude

My goal for the next 90 days: **goal**.
I have about **hours** hours a week for it.
Break it into 12 weekly milestones, put the riskiest one first, and tell me what to stop doing to make room.

Help me decide A OR B?

18.txt

• paste into Claude

I'm choosing between **option A** and **option B**.
Ask me what matters most to me, then score both on those things in a table. Say which you'd pick and what would change your mind.

Planning • 19–20

What should I automate? WHEN THE WEEK FEELS FULL

19.txt

• paste into Claude

Here's a normal week for me: tasks and roughly how long each takes

Rank them by hours saved if automated or handed off, and suggest a tool or prompt for the top 5.

Monthly review LAST DAY OF THE MONTH

20.txt

• paste into Claude

This month: revenue, leads, jobs, wins, problems. Last month: paste.

Tell me the 3 things that made the biggest difference and the one thing to change next month. Be honest, not encouraging.



What **next?**

01

Pick 3 prompts and use them this week

three you use beat twenty you saved

02

Follow @solostack.ai

a new system every day, built with Claude

03

Comment REPOS on our posts

for the free Repo Pack: 10 tools that give Claude new skills

Written for Claude (claude.ai) in October 2026. The prompts work on any Claude plan, free included. AI can be wrong: check facts, numbers and anything legal or financial before you rely on it. Solo Stack isn't affiliated with Anthropic and this pack has no affiliate links.

