FREE GUIDE

The Claude Starter Kit for Small Business Owners

By Meluhha Academy. Ten copy-paste prompts, a 10-minute setup, and the rules that keep your business safe. Works with any paid Claude plan; the slash commands need the Small Business plugin (available on paid Claude plans).



1. Set up in 10 minutes

1. Get a paid Claude plan: Pro if it is just you, Team if more people will use it.
2. In Claude go to Customize, then Plugins, and add "Small Business".
3. Connect only the tools the job needs (for example QuickBooks or Xero, Stripe or Square, Shopify, Gusto).
4. For every tool that touches money, set the permission to "Needs approval".
5. Type "set me up" once. Claude asks about your business and remembers it.

2. Ten prompts that save hours

1. Close your month

> /close-month
> Close out last month. Match my books against my payment apps, card and payroll. Flag anything that does not match and give me a one-page summary for my accountant.

2. Monday brief

> /monday-brief
> What happened in my business last week? Sales, cash in the bank, unpaid invoices, and the three things I should do first this week.

3. Chase unpaid invoices

> List every invoice more than 14 days overdue. For each one, draft a polite reminder in my tone. Do not send anything; show me the drafts.

4. Reply to new leads fast

> /speed-to-lead
> Draft a reply to this enquiry. Answer their question, suggest two times to talk, keep it under 120 words: [paste enquiry]

5. Win back quiet customers

> /reactivate
> Find customers who bought once and have not bought in 90 days. Write a short personal note to each, based on what they bought.

6. Cash-flow check

> Using my books, show my expected cash for the next 4 weeks. Point out any week where payroll and big bills land together.

7. Which product really makes money

> Rank my products by profit, not by sales. Include fees, packaging and shipping. Explain any surprise in plain English.

8. Proposal in 10 minutes

> /proposal-builder
> Write a one-page proposal for [client] for [service]. Use my past proposals for tone and pricing. Leave the price for me to confirm.

9. Read a contract before you sign

> Read this contract and list, in plain English: what I must do, what they must do, payment terms, how to exit, and anything unusual. I will check the risky points with a lawyer.

10. Answer reviews

> Draft replies to my latest 5 reviews. Thank the happy ones by name; for the unhappy one, apologise once, offer a fix, no excuses.

3. Five rules that keep you safe

- Money actions stay on "Needs approval". Always.

- Connect only what the job needs. Not your email or personal bank unless the job needs it.
- Check the three biggest numbers yourself: revenue, biggest cost, cash in the bank.
- Claude does the prep; a qualified person signs off on tax and legal matters.
- Tell your accountant what you set up. Agree on categories once, then tell Claude.

4. Your 30-minute monthly routine (3rd of every month)

□ Run /close-month.

□ Answer the flags (be specific).

□ Read the one-page summary.

□ Send the close packet to your accountant.

Want it done for you?

Meluhha sets this up for your business: connected, tested and handed over.
www.hiremeluhha.com
More tutorials: youtube.com/@MeluhhaAcademy

This guide is general education, not financial, tax or legal advice.