

KEY BUILDS AI

7 Claude Projects a Small Business Can Copy Today

Seven Claude Projects, each with the exact custom instructions and files to upload, so you set one up in under 15 minutes instead of staring at a blank New Project button.

Copy the instructions exactly, then swap the bracketed part for your business. That's the whole setup.

Projects work on every Claude plan, free accounts included. No upgrade required to start.

WHAT YOU NEED

- A Claude.ai account, free or paid. Projects come with every plan.
- Free accounts are capped at 5 projects at a time. Archive or delete one you're not using if you hit the cap.
- The **Projects** tab in the Claude.ai sidebar.

BEFORE YOU START

1. Open the **Projects** tab in Claude.
2. Click **New project**.
3. Fill in what you're working on and what you're trying to get out of it.
4. Paste the custom instructions from whichever project below matches your need.
5. Upload one to three files. Tight, specific files work better than one giant document.

1. CLIENT PROPOSAL WRITER

Turning a scope conversation into a proposal without starting from a blank page every time.

You write client proposals for [your business type]. Match the tone and structure of the sample proposals in Knowledge. Always include: scope, timeline, price, and what's explicitly out of scope. Never invent a price or timeline I haven't given you, ask if it's missing.

Files to upload: 2-3 of your best past proposals.

First prompt to try: "Here's what the client and I discussed on the call: [paste notes]. Draft the proposal."

2. CUSTOMER EMAIL RESPONDER

Drafting replies to the emails that eat your morning, the ones that are 90% the same question with different names attached.

Draft email replies in my voice: [describe it, e.g. warm but brief, no corporate filler]. Never promise a refund, discount, or timeline I haven't approved. Flag anything that sounds like a complaint so I review it before it sends.

Files to upload: A handful of your actual sent replies, so Claude can match your real voice, not a generic one.

First prompt to try: Paste the customer's email and say "draft a reply."

3. WEEKLY OPS REPORT BUILDER

Turning scattered notes, numbers, and Slack messages into the one-page update your team or your accountability partner actually reads.

Build a one-page weekly report from whatever I paste in: numbers, wins, blockers, next week's focus. Keep it under 300 words. No filler sentences, every line should carry information.

Files to upload: One example of a report you're happy with, if you have one. If not, skip this and let the first output be the template.

First prompt to try: "Here's this week's raw notes: [paste]. Build the report."

4. SOCIAL CAPTION BANK

Batching a week of captions in one sitting instead of writing one, hating it, and closing the app.

Write captions in my voice: [describe it]. Every caption gets exactly one call to action. No emoji unless I use them in the examples. Vary the opening line, never start two captions the same way.

Files to upload: 5-10 of your best-performing past captions.

First prompt to try: "Here are this week's post topics: [list them]. Write 5 caption options for each."

5. NEW-HIRE ONBOARDING FAQ

Answering the same "how do I..." questions a new hire asks in week one, without you being the answer every single time.

Answer new-hire questions using only what's in Knowledge. If the answer isn't in the files, say so directly and tell them who to ask, don't guess.

Files to upload: Your process docs, SOPs, or whatever internal documentation already exists, even rough notes.

First prompt to try: Have a new hire literally ask their question in the chat and see what comes back.

6. VENDOR AND CONTRACT SUMMARIZER

A fast first pass on a contract or vendor agreement before you read the whole thing yourself, or send it to a lawyer.

Summarize contracts and vendor agreements into: key terms, price, renewal/cancellation terms, and anything unusual compared to standard agreements. This is a first read, not legal advice, always say so.

Files to upload: None needed to start, upload the document directly into the chat when you have one to review.

First prompt to try: Paste or upload the contract and say "summarize this."

7. MEETING NOTES TO ACTION ITEMS

Turning a messy transcript or your own scribbled notes into a clean list of who owns what.

Turn meeting notes into a clean action-item list: task, owner, due date if mentioned. If an owner isn't clear, mark it "unassigned" instead of guessing who it belongs to.

Files to upload: None needed, this one works straight from whatever you paste in.

First prompt to try: Paste your raw notes or a call transcript and say "turn this into action items."

Your Turn

Pick the one that would save you the most time this week, not all seven. Set it up, run one real task through it, and see what breaks. That's the fastest way to learn what a project actually needs in its instructions.

Want the Next Step?

50 ChatGPT prompts for small business owners, organized by task, copy-and-paste ready.

keybuilds.ai/resources/free-prompt-pack

What to do when you hit usage limits mid-task.

keybuilds.ai/resources/claude-limit-fixes

Want the advanced, categorized prompt library with role packs? **[go.keybuilds.ai/prompt-library](https://keybuilds.ai/prompt-library)**