AI Prompts for Your Service Offer

Give AI verified service facts and ask for a first draft. You remain responsible for the offer you publish.

Put it into practice

1. Provide the service, customer type, area, actual inclusions, exclusions, and enquiry process.

2. Ask for plain language and require missing facts to be marked as questions.

3. Check every claim, price, availability detail, and promise before using the draft.

Starter example

Prompt: Draft a short service offer using only these facts: [FACTS]. Audience: [CUSTOMER]. Include scope, exclusions, and how to enquire. Do not invent prices, qualifications, testimonials, or guarantees. List any missing information separately.

Your next action

Facts to provide / missing details / claims to check

Keep customer personal details out of prompts. Use public or fictional examples. AI output can be incorrect even when it sounds confident.

Continue with the practical decision guide and worksheet on the next pages.

Use a fact sheet before drafting an offer

Work through the decision

AI works more reliably as a drafting aid when you supply a concise set of verified facts. Write the service, customer, area, inclusions, exclusions, quote process, and contact method first. Label unknown details as unknown. Ask the tool to use only the fact sheet and identify gaps separately.

Review the output against the fact sheet line by line. Words such as guaranteed, expert, fully insured, or available today can create claims you did not supply. Remove unsupported claims rather than trusting the confident wording. Check that the offer describes the work you can actually deliver.

A situation to learn from

Example: your facts say basic interior detailing, assessed by vehicle condition. The draft says showroom finish for every vehicle. That promise was invented. Ask for a revision that states the actual included tasks and explains the assessment process without claiming a universal result.

How to respond

Use a second pass for clarity: request a shorter version, a plain-language version, or a list of questions a customer might still ask. Then decide which wording is useful yourself. Do not put customer personal information into the prompt, and do not let the tool set a price or qualification without verified input.

Three reusable prompt passes

Use this page with your own service and circumstances. Record assumptions separately from confirmed facts, and update the plan using actual work.

Draft: Use only [fact sheet]. Write a 100-word offer with scope and next step. Flag missing facts.

Audit: Compare the draft with [fact sheet]. List invented claims, ambiguous scope, and unanswered customer questions.

Revise: Remove the flagged claims. Keep the actual exclusions and quote process. Provide one clear enquiry CTA.

Review before taking the next step

Approval record: facts checked by [ ]; scope checked by [ ]; contact link tested [ ]; final version/date [ ]. Save the final text separately from unreviewed drafts.

- [ ] No invented prices or credentials.
- [ ] Scope and exclusions accurate.
- [ ] Personal customer data omitted.
- [ ] Final output reviewed before publication.

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