

This one page is everything we need to build your assistant. Fill in what you can — we handle the rest on a 30-minute setup call. **No technical skills needed on your side.**

1 Your business & website

Business name: _____

Website address: _____

What should the assistant be called? _____

2 Bookings & calendar

Service	Duration	Price

Opening hours (per weekday): _____

How many customers at the same time (chairs / lifts / rooms): _____

Where should new bookings go?

☐ Email me (works from day one) ☐ Sync to Google Calendar ☐ Other system: _____

3 Stock & parts list

How do you keep your stock today?

☐ I can send a CSV / Excel export ☐ Shopify ☐ WooCommerce ☐ Other: _____

How fresh must stock answers be?

☐ Weekly update is fine (fastest to launch) ☐ Real-time — connect to my shop system

For real-time: you'll create a **read-only** access key in your own shop admin during the setup call (5 minutes, we guide you, revocable any time).

4 Shipping

Attach your shipping price list (what you charge, by weight and destination) — a photo of it is fine.

Order cut-off for same-day dispatch: _____

Countries / regions you ship to: _____

5 Notifications & contact

Email for leads & bookings: _____

Phone (optional): _____

Best time for your 30-min setup call: _____

6 Anything else we should know?

Top questions your customers always ask, quirks of your business, tone you want ('formal', 'friendly')...
