



## Examples: What AI Agents Can Do for Your Business

### Introduction

Artificial Intelligence is now an essential tool for small businesses. This guide provides a practical overview of how AI Agents automate tasks across every department.

### Benefits

- Reduce administrative workload
- Increase sales and follow-through
- Improve customer service
- Lower staffing costs
- Prevent tasks from slipping through the cracks
- Organize and update data automatically

### Sales Department

- Lead intake & qualification
- CRM updates & notes
- Follow-up automation
- Proposal & quote generation
- Sales forecasting

### Marketing Department

- Social media content creation
- SEO blog writing
- Email marketing automation

- YouTube script creation

- Campaign reporting

### **Customer Service**

- 24/7 FAQ responses

- Appointment booking

- Refund/return workflows

- Complaint triage

- Support ticket summaries

### **Operations & Administration**

- SOP creation

- Task routing

- Inventory reminders

- Meeting summaries

- Business dashboards

### **Human Resources**

- Job posting creation

- Applicant screening

- Interview scheduling

- Employee onboarding

- Performance review drafting

### **Finance & Accounting**

- Invoice creation

- Payment reminders

- Cash flow projections

- Budget summaries

- Receipt categorization

## **CRM Management**

- Lead scoring
- Pipeline updates
- Client segmentation
- Renewal reminders
- Outreach automation

## **Product & Service Delivery**

- Client onboarding workflows
- Progress updates
- Project summaries
- Feedback collection
- Service checklists

## **Legal & Compliance**

- Policy draft creation
- Compliance checklists
- Contract formatting
- Document review assistance
- License renewal reminders

## **IT Support**

- Troubleshooting scripts
- Software onboarding
- Tool recommendations
- Tech documentation drafting
- Ticket routing