

SANKO BUSINESS LIBRARY

Small Business Starter Bundle

Sample pages - preview only

Digital edition

Published by Sanko Business Library
Operated by Sanko Film LTD

Bundle Contents

Small Business AI Prompt Handbook PDF
Business Email Templates PDF and DOCX
Customer Support Response Library PDF and DOCX
Weekly Business Planner PDF
Customer Follow-up Checklist PDF

Sample: Weekly Outcomes

Outcome	Why it matters	Next action
Example: improve enquiry follow-up	Customers receive consistent answers	Review open enquiries each Friday

Sample: Follow-up Checklist

- Review the last conversation
- Confirm the next action
- Use a clear response deadline
- Record the follow-up date

Preview Notice

This file contains sample pages only. It is not the complete product.