M A V E R I C K A I

CLAUDE'S FREE SMALL BUSINESS PLUGIN

SET IT UP IN A MINUTE, THEN PUT IT TO WORK

Anthropic packaged the stuff every business owner drowns in, paying bills, chasing invoices, closing the books, finding leads, reviewing contracts, tax season, into one plugin with 40+ ready-to-run commands and skills that plug into QuickBooks, PayPal, HubSpot and more. Here's the full setup and everything it ships with.

The 60-second install, step by step

Every command and skill in the plugin, organized by job

The tools it connects to (and which two to start with)

The invoice-chase walkthrough from the video

Your first week: one command a day

What it does on its own vs what waits for your OK

October 2026

Start Here: What This Plugin Actually Is

THE PLAN

1. Install the Small Business plugin from Customize > Plugins.
2. Run /smb-onboard and connect your accounting and payments tools.
3. Run invoice-chase and approve the drafts.
4. Add one command a day for a week.

Before you start

Your plan: Claude Pro, Max, Team or Enterprise. Plugins aren't on the free plan.

Your app: The Claude desktop app (claude.com/download).

Your tools: Logins for the two tools you use most, usually your accounting tool and your payments tool.

A plugin is a pre-packaged set of skills for Claude. Instead of you explaining your business and typing the perfect prompt every time, the Small Business plugin ships the workflows already built: pay the bills, chase invoices, close the month, find and call leads, review a contract, prep for tax season. You run them like commands: type a slash, pick the job, done.

It runs in the Claude desktop app, and it connects to the tools your business already runs on, QuickBooks, Xero, PayPal, Stripe, Square, Shopify, HubSpot, Gmail, your calendar, so the commands work on your real numbers, not hypotheticals.

What "free" means here

The plugin itself costs nothing. You install it and every command is included. Plugins live on Claude's paid plans (Pro and up), so it's "free" the way an employee who comes with your existing subscription is free. Which, compared to hiring a part-time bookkeeper, it basically is.

The 60-Second Install

Step 1: Open the Claude desktop app

Open the Claude desktop app. If your app still shows separate Chat and Cowork tabs, click **Cowork** first. Newer versions don't have the tabs anymore, so you can skip that.

Step 2: Customize, then Plugins

Click **Customize** in the left sidebar, then the **Plugins** tab.

Step 3: Find it and install

Open **Discover** (or click **+**), find **Small Business**, and click **Install** (some versions say **Add**). That's the whole setup.

Step 4: See everything it can do

Start a new chat and type **/**. You'll see the full list of commands and skills the plugin just gave you, with descriptions. Pick one and run it.

> **TIP**
>
> Best first command: /smb-onboard. It's the plugin's built-in setup skill. It learns about your business, helps you connect your tools and saves that context so every other command gets smarter.

Connect Your Tools

The commands run on your real data through Claude's connectors. You don't need all of these. Every command works with whatever you've connected and tells you what it's missing. But the more you plug in, the more of your week this thing takes over.

Tool	What the plugin uses it for
QuickBooks, Xero, Zoho Books	Invoices, bills, books, cash flow, tax prep
PayPal, Stripe, Square, Shopify	Payments, orders, refunds, inventory
Gusto	Payroll prep
HubSpot, Salesforce	Leads, deals, contacts
Gmail or Microsoft 365	Customer emails, follow-ups, drafts in your voice
Google Calendar	Call blocks, week-ahead planning, interviews
Docusign	Contracts and proposals out for signature
Canva, Mailchimp, Slack	Marketing assets, email campaigns, team updates

Connect them in Claude under **Customize > Connectors**. Find the tool and click **Connect**, then sign in to that tool. For a tool without an official connector, the plugin's build-connector skill helps you hook it up.

Want the full picture of how connectors work? My **Claude connectors guide** covers it.

> **TIP**
>
> Start with just two: your accounting tool (like QuickBooks) and your payments tool (PayPal, Stripe or Square). That unlocks the money commands, which is where most owners feel it first.

Every Command, Organized By Job

The plugin ships 12 slash commands that run whole jobs, plus 31 skills you can call by name. Here's the full menu as of October 2026, grouped by the part of your week they take over.

Money

Command or skill	What it does
/pay-the-bills	Codes your bills, checks cash and lines up a payment run for your OK
/close-month	Closes the books, updates the cash forecast and writes the close packet for your accountant
/tax-prep	Quarterly tax estimates or a year-end 1099 list for your accountant
/plan-payroll	Checks you can make payroll, drafts reminders for overdue invoices, readies the run
invoice-chase	Ranks overdue invoices and drafts a reminder for each, based on how that client pays
cash-flow-snapshot	30/60/90-day cash forecast that flags tight weeks
ap-processor, payroll-prep, month-end-prep, tax-season-organizer	The building blocks behind the money commands, also runnable on their own

Sales and leads

Command or skill	What it does
/call-list	Picks the leads worth calling today, with a call card and talking points for each
/grow-pipeline	Finds prospects, writes outreach in your voice and logs every touch in your CRM
/speed-to-lead	Answers new inquiries fast, even after hours, and updates your CRM
lead-finder	Finds prospects that look like your best customers
proposal-builder	Turns notes, photos or an RFP into a priced proposal, sent for signature after your OK
crm-autopilot	Updates your CRM from emails, calls and meetings and flags stalled deals

More Commands: Customers, Marketing and the Rest

Customers and marketing

Command or skill	What it does
/reactivate	Finds customers who stopped buying and drafts personal win-back messages
/marketing-monday	One-page weekly growth brief: what's working, customer feedback, competitor changes
ticket-deflector	Reads customer emails, checks the order and drafts the reply
review-reputation	Groups reviews into themes, drafts replies and flags quiet customers
inbox-manager	Sorts your inbox, flags what needs you and drafts replies in your voice
content-strategy, canva-creator, social-content-engine	Content plan, Canva campaign assets and a stocked social calendar
ad-manager, seo-ai-visibility	Ad performance and changes after your OK, plus search and AI-assistant visibility fixes

Your week, stock and paperwork

Command or skill	What it does
/monday-brief	One page to start the week: cash, sales, pipeline, calendar, top priority
/report-pack	Runs your saved reports on a schedule, plus a business snapshot
business-pulse	The full snapshot any time you ask "catch me up"
/restock	Works out reorders, drafts purchase orders and supplier emails
contract-review	Plain-English contract summary with red flags and a redline
job-post-builder, hiring-screener	Job posts, interview guides, offer letters, and ranked applicants
grant-rfp-writer	Finds grants and bids you qualify for and drafts the application
smb-onboard, build-connector, build-agent	Setup, connecting extra tools, and turning a repeat task into your own skill

> **TIP**
>
> Don't memorize any of this. Typing / shows you the whole menu with descriptions, and you can also just say what you need in plain English ("who owes me money?") and Claude picks the right skill. The slash is a shortcut, not a requirement.

The Walkthrough: invoice-chase

The example from the video, and the skill that sells the whole plugin. You're tired of chasing unpaid invoices every week. Type / and pick invoice-chase, or just ask:

PROMPT 1 | COPY & PASTE

```
/invoice-chase

Who owes me money? Rank every overdue invoice and draft a reminder for each one.
```

Here's what actually happens:

- **It pulls every unpaid invoice** from your connected accounting or payments tool (like QuickBooks or PayPal) and ranks them by how overdue they are.
- **It checks each client's payment history** and matches the tone: a gentle nudge for the good client who's a week late, a firmer note for the repeat offender.
- **It drafts a personalized reminder for every single one**, without you typing a word.
- **You review the drafts and approve.** Nothing goes out until you say so.

HEADS UP

You're always the last click. The plugin drafts, proposes and stages, but anything that sends, posts or pays waits for your approval. It's a part-time hire that never sends anything you haven't looked at.

TIP

Make it a habit: run invoice-chase every Monday morning right after /monday-brief. Ten minutes, coffee in hand, and the two worst parts of your week are done.

Your First Week With It

Don't try all 40+ commands on day one. One a day for a week and it's part of how you run the business.

Day	Run this	Why
Mon	/smb-onboard	Connect 2 tools, teach it your business
Tue	/monday-brief	See the one-pager you'll get every week
Wed	invoice-chase	Collect money you're owed
Thu	/call-list	Find the calls worth making today
Fri	business-pulse	Close the week knowing where you stand

If something doesn't work

Nine times out of ten it's a missing connector, and the command will tell you which tool it couldn't reach. Connect it under **Customize > Connectors** and run the command again. For anything else, just ask Claude in the same chat. "Why didn't that work?" is a perfectly good prompt.

Reviewing contracts a lot? My **Claude legal skills guide** goes deeper.

DO THIS TODAY

Customize, Plugins, install Small Business. Run /smb-onboard and connect your accounting tool plus your payments tool. Run invoice-chase and approve the drafts. Then add one command a day for a week, and keep /monday-brief and business-pulse as your bookends.

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It's like hiring someone part-time, except it's already on payroll.