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, chasing invoices, closing the books, sorting leads, reviewing contracts, tax season, into one plugin with 30+ ready-to-run commands that plug into QuickBooks, PayPal, HubSpot and more. Here's the full setup and every command it ships with.

The 60-second install, step by step

Every command 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

2026 Edition

What This Plugin Actually Is

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: chase invoices, close the month, triage leads, review a contract, prep for tax season. You run them like commands, type a slash, pick the job, done.

It works inside **Cowork**, the tab of the Claude apps built for longer, hands-on work. And it connects to the tools your business already runs on, QuickBooks, PayPal, HubSpot, Stripe, Square, 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 Cowork

Open Claude (the desktop app or claude.ai) and click the **Cowork** tab.

STEP 2: Customize, then Plugins

Open **Customize**, then click the **Plugins** tab.

STEP 3: Browse and install

Click **Browse plugins**, search for **Small Business**, and hit **Install**. That's the whole setup.

STEP 4: See everything it can do

Start a new chat and type ***/*** (or hit the **+** button). Search "small business" and you'll see the full list of commands the plugin just gave you. Pick one and run it.

> **TIP**
>
> Best first command: /smb-onboard. It's the plugin's built-in trainer, it helps you connect your first two tools, runs one job to prove the value, and interviews you about your business 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	Invoices, books, P&L, cash flow, tax prep
PayPal / Stripe / Square	Payments, disputes, refunds, settlements
HubSpot	Leads, deals, contacts, tickets
Gmail	Customer emails, follow-ups, watch-list items
Google Calendar	Call blocks, week-ahead planning
DocuSign	Contracts in and out for review and signing
Slack / Canva	Team updates and marketing assets

Connect them in Claude under **Customize**, then **Connectors**, each one is a click plus a sign-in to that tool.

TIP

Start with just two: your accounting tool (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 30+ commands. Here's the full menu as of this writing, grouped by the part of your week they take over.

Money

Command	What it does
/invoice-chase	Finds unpaid invoices, drafts a follow-up per client
/close-month	Reconciles books vs payments, writes the P&L story
/cash-flow-snapshot	30/60/90-day cash forecast with risk flags
/plan-payroll	Checks you can make payroll, chases what's owed
/month-heads-up	Runs on the 25th: what needs attention pre-close
/tax-prep	Quarterly estimates or year-end 1099 prep packet

Sales & leads

Command	What it does
/lead-triage	Scores your leads: call these 5 today, with talking points
/call-list	Top leads worth calling, blocks time on your calendar
/crm-cleanup	Fixes stale deals, duplicates, missing fields in HubSpot
/crm-maintenance	Logs calls and updates records so you don't

Customers

Command	What it does
/customer-pulse	What customers are saying across disputes and reviews
/handle-complaint	Pulls context, drafts the response, suggests the fix
/ticket-deflector	Answers "where's my order" emails in your voice

Marketing

Command	What it does
/sales-brief	Top and bottom sellers plus a 2-week content brief
/content-strategy	30-day plan: what to push, what offers to run
/run-campaign	Full campaign: analysis, brief, Canva assets, send
/price-check	Margin by product and pricing scenarios

Your week on autopilot

Command	What it does
/monday-brief	One page: cash, sales, pipeline, top 3 to-dos
/friday-brief	End-of-week pulse: revenue vs last week, wins, watches
/business-pulse	The full snapshot any time you ask "catch me up"
/quarterly-review	Presentation-ready QBR of the whole quarter

Paperwork & people

Command	What it does
/review-contract	Plain-English contract review with red flags + redlines
/job-post-builder	Job post, interview guide, scoring rubric, offer letter
/smb-onboard	The built-in trainer: start here

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 the plugin routes you to the right command. The slash is a shortcut, not a requirement.

The Walkthrough: /invoice-chase

The example from the video, and the command that sells the whole plugin. You're tired of chasing unpaid invoices every week. Type:

RUN IT

```
/invoice-chase
```

Here's what actually happens:

1. Claude pulls every unpaid invoice from QuickBooks and PayPal and sorts them by how overdue they are.

2. 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.

3. It drafts a personalized follow-up for every single one, ready to send, without you typing a word.

4. You review the drafts and approve. PayPal invoices can send reminders directly, the rest queue up as email drafts.

YOU'RE ALWAYS THE LAST CLICK

The plugin drafts, organizes, and stages, but money-touching moves, sending reminders, issuing a refund, anything a client sees, wait for your approval. It's a part-time hire that never sends anything you haven't glanced at.

TIP

Make it a habit machine: 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 30 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	/lead-triage	Find the 5 calls worth making
Fri	/friday-brief	Close the week knowing where you stand

If something doesn't work

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

YOUR ACTION PLAN

1. Cowork, Customize, Plugins, Browse, install Small Business. 2. Run /smb-onboard and connect QuickBooks + your payments tool. 3. Run /invoice-chase and approve the drafts. 4. Add one command a day for a week. 5. Keep /monday-brief and /friday-brief as your bookends.

Want More AI Tips Like This?

I post daily AI content, tool breakdowns, and simple guides that actually help you get more done. Follow me for the latest.

@MavGPT

TikTok | Instagram | Facebook

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