SMART WEBSITE DESIGNERS
www.smartwebsitedesigners.co.uk

1:1 MENTORING · SESSION GUIDE

Emails, Quotes & Replies in Minutes

Use AI to write customer replies, quotes and awkward emails in your own voice, in a fraction of the time.

DURATION	FORMAT	INVESTMENT	INCLUDES
90 minutes	1:1 on Zoom or in Swansea	£175	Written action plan

For example: A plumber turns rough notes from a job into a professional quote in two minutes.

Who this session is for

- You type quotes and emails at night after a full day's work
- You find it hard to word awkward emails, like chasing payment or saying no
- You want everything you send to look professional

By the end, you will

- Turn rough notes into clear, professional quotes
- Reply to enquiries and complaints quickly and calmly
- Teach AI to write in your own voice
- Have templates ready for the messages you send most

What we will cover in 90 minutes

Every session is built around your business. Timings are a guide, and we always go at your pace.

0–10 mins	**Welcome and the messages you send most** We list the quotes, emails and replies that eat your time.
10–30 mins	**From notes to quote** Live: turn rough job notes into a professional, ready-to-send quote.
30–45 mins	**Replies that win work** Enquiries, follow-ups and thank-yous that sound friendly and professional.
45–60 mins	**The awkward ones** Chasing payment, saying no and handling complaints, calmly and clearly.
60–80 mins	**Your voice and your templates** Save simple instructions so AI sounds like you every time.
80–90 mins	**Your action plan and questions** Agree what you will try this week and ask anything you like.

What to bring

- A laptop or tablet
- A few real quotes or emails you have sent
- One or two awkward messages you have been putting off

What you will take away

- Your own quote template
- Reply templates for your most common messages
- Saved “my voice” instructions for AI
- Your written action plan



YOUR MENTOR

Ian Brealey

Ian is a qualified tutor and Internal Quality Assurer (IQA) and a former Head of Training at Gower College Swansea. He has run Smart Website Designers for 10 years and uses AI and automation every day in his own business. He helps tradespeople, shop owners and service businesses save hours every week, and explains everything patiently, in plain English, at your pace.

How booking works

1

Book a free chat

A free 30-minute call to make sure the session is right for you.

2

Pick your date

Choose a time that suits you from Ian’s live calendar.

3

Meet with Ian

On Zoom from anywhere, or in person in Swansea.

4

Get your plan

Receive your written action plan after the session.

Ready to book? smartwebsitedesigners.co.uk/business-mentoring

Questions first? Email ian@smartwebsitedesigners.co.uk or call 07305 319667

This is practical business mentoring. It is not financial, legal or tax advice; for those matters, please speak to a qualified adviser.