



FOR AUSTRALIAN TRADES & SERVICES BUSINESSES

The Trade *AI Starter* Guide

How to build a free AI admin assistant for your trade business
— and claw back your nights and weekends.

10+ hrs

SAVED EVERY WEEK,
STARTING THIS WEEK

30 min

TO SET UP.
NO CODE. NO JARGON.

\$0

TO GET STARTED.
TOOLS WE ACTUALLY USE

You're the bottleneck — and you know it

We've worked with a lot of trades and services businesses, and the pattern is almost always the same. The owner is working seven days a week, hasn't taken a proper holiday with the family in years, loses most weekends to admin, and is the single thing holding the business back from growing.

What if something could work your inbox, chase overdue invoices, draft genuinely accurate quotes, and handle basically any piece of admin for you? For free, today, without you writing a single line of code?

Spend ten honest minutes following this guide and you'll save more time than you'd expect. It might be one of those small moments that quietly changes how you run your business for good.



Save this guide to your desktop. You'll come back to it every time admin piles up — it's built to be used, not just read once.

Matt and I used to help multi-billion dollar chemical companies use AI and software properly. We built the systems, trained the teams, and became experts at making AI actually work inside huge, slow-moving organisations.

It never sat right with us. All that help flowing to companies already making billions, while the tradies and operators we knew were grinding away, missing time with their kids, getting nothing. Worse, the market's full of "AI agencies" run by people with no real experience, no idea how AI actually works, and no clue how to build software that's secure. Plenty of Aussie businesses are getting scammed.

So we quit and started helping Aussie trades and services businesses instead. The goal is simple: help every one of them, no matter the size, get their time back — so you can work on the business, not just drown in it.

— Aidan & Matt, SureClaw

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STEP ONE

Pick your AI

This guide is written for anyone who can make an account. You don't need to code, you don't need to understand how AI works, and you don't even need to be especially good with a computer.

Set up a **Claude** or **ChatGPT** account right now — not later, now. Get it on your phone and your computer. Either one is fine. If we had to pick one to start with, we'd lean ChatGPT for the higher usage limits.

Claude

- › Generally the sharper reasoner
- › Excellent for nuanced writing & judgement
- › Powers the more advanced agent builds

ChatGPT [START HERE](#)

- › More generous usage limits day-to-day
- › Easiest on-ramp if you're brand new
- › Can power scheduled AI agents

We'd **strongly** recommend the ~\$30/month paid plan. You don't have to, but if you're at all serious about levelling the business up, \$30 is nothing next to the thousands in time you'll save each month. (We get no commission on any tool in this guide — we recommend them because we use them and they work.)

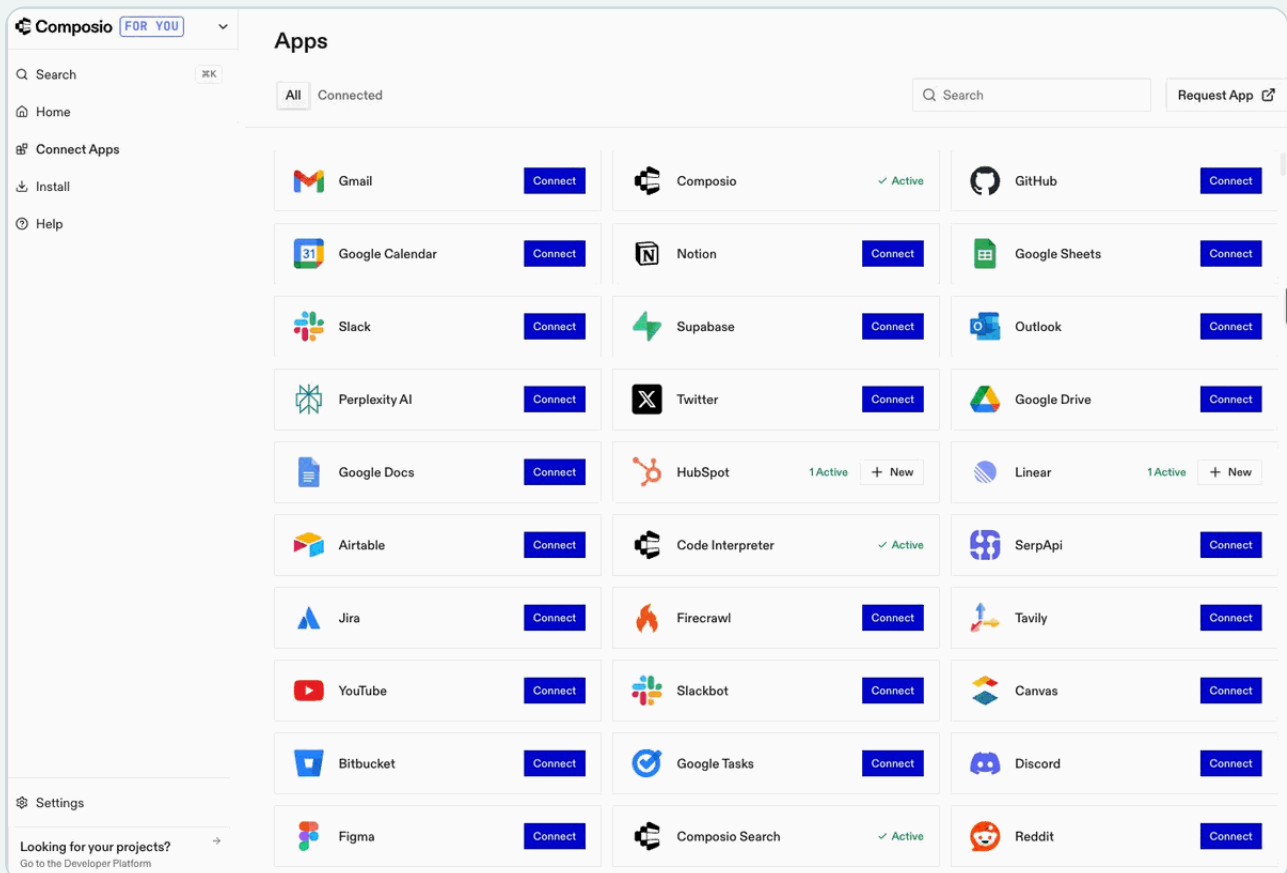
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STEP TWO

Connect your tools with Composio

Composio is our favourite tool for connecting the apps you already use to your AI. You set it up once, and from then on you can use those connections across different AI platforms, different agents, even different team members. It's secure, easy for the AI to use, and free.

- 1 Sign in to the dashboard.** Head to the Composio dashboard and sign in with your normal account.
`dashboard.composio.dev/login`
- 2 Use the right address.** Make sure you're on `dashboard.composio.dev` — *not* `platform.composio.dev`. From here you can browse 1000+ tools and add every app you use.
- 3 Connect with one click.** Most tools connect with a single Google sign-in: Gmail, Calendar, Drive, Docs, Sheets and Tasks all done at once. A few like Xero are slightly more involved, but Composio walks you through it — a couple of minutes, tops.



— THE COMPOSIO DASHBOARD — BROWSE 1000+ APPS AND CONNECT THE ONES YOU USE

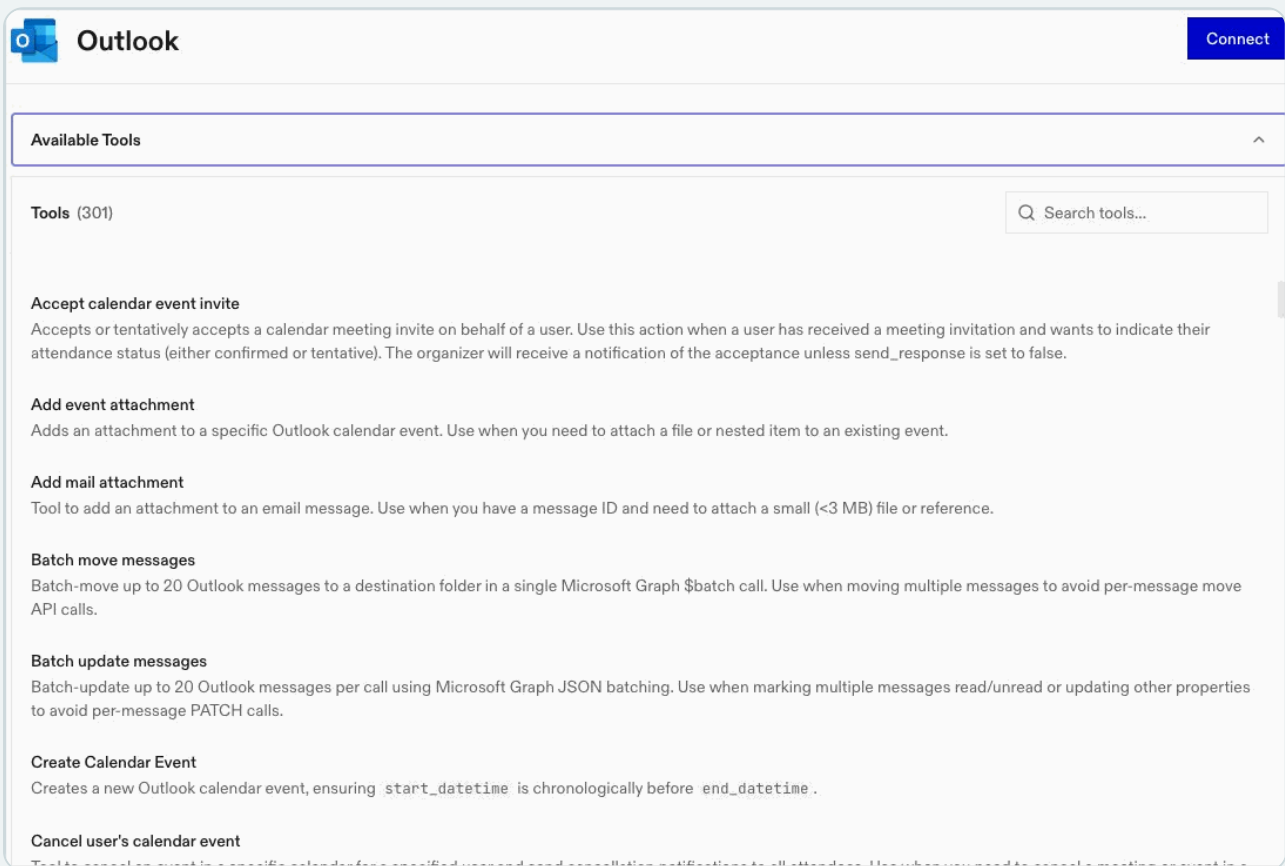


Stuck on any connection? Email aidan@sureclaw.com.au and I'll sort it in five minutes, free.

Every app comes with "Tools"

When you open an app in Composio you'll see something like **"Tools (301)"**. Those are the individual abilities your AI can use for that app – reading mail, creating a calendar event, drafting an invoice, moving messages, and so on.

If you ever want to know exactly what the AI can and can't do with an app, that list is where to look. Each one has a plain-English description of what it does and when to use it.



— OUTLOOK'S TOOL LIST INSIDE COMPOSIO — 301 ABILITIES, EACH CLEARLY DESCRIBED

Set it up once. Use it everywhere — every AI, every agent, every person on your team.

Connect Composio to your AI

Two minutes each. Pick whichever you're using – or do both.

ChatGPT

- 1 Enable Developer Mode.** Settings → Apps → Advanced settings, toggle on Developer Mode. (Needs Plus, Pro, Business, Enterprise or Edu.)
- 2 Add the MCP server.** Click "Create app" and paste the Composio server URL.
`connect.composio.dev/mcp`
- 3 Authorise.** A browser window opens – sign in to let ChatGPT reach your Composio account.
- 4 Use it.** In any new chat, hit the +, click **More**, and select Composio to switch tools on for that conversation.

Claude


- 1 Open Connectors.** In Claude Desktop, go to Settings → Connectors. (You'll want the desktop app – that's what gives you Claude's agentic "Cowork" abilities.)
- 2 Add the server.** Click "Add custom connector" and paste the Composio server URL.
`connect.composio.dev/mcp`
- 3 Authorise.** A browser window opens – sign in to connect Claude to your Composio account.
- 4 Use it.** Composio tools are now available right inside Claude Desktop.



If you get stuck, Composio has guides – and if you're still stuck, email me and I'll jump on a quick call or send a tutorial, free. aidan@sureclaw.com.au

The setup, step by step


Both apps walk you through the same four steps. Here's exactly what each one looks like — paste the same server URL into either.



ChatGPT
OpenAI's AI assistant

- 1 Enable Developer Mode**
In ChatGPT, go to Settings > Apps > Advanced settings and toggle on Developer Mode. Requires ChatGPT Plus, Pro, Business, Enterprise, or Edu.
- 2 Add the MCP server**
Click "Create app" and paste the Composio MCP server URL.

`https://connect.composio.dev/mcp`
- 3 Authorize in your browser**
A browser window will open automatically. Sign in to authorize ChatGPT to access your Composio account.
- 4 Start using Composio**
Composio tools are now available in ChatGPT chats and Deep Research. In every new chat, click the + icon at the bottom, then click More, and select Composio to enable tools for that conversation.



Claude Cowork
Anthropic's desktop app

- 1 Open Connectors settings**
In Claude Desktop, go to Settings, then click Connectors.
- 2 Add the Composio MCP server**
Click "Add custom connector" and paste the Composio MCP server URL.

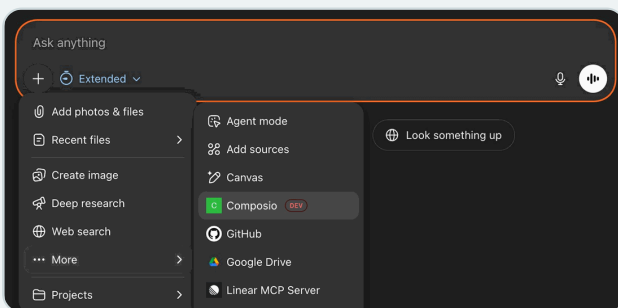
`https://connect.composio.dev/mcp`
- 3 Authorize in your browser**
A browser window will open automatically. Sign in to authorize Claude Desktop to access your Composio account.
- 4 Start using Composio**
Composio tools are now available in Claude Desktop.

CLAUDE ADD THE CUSTOM CONNECTOR

CHATGPT ADD THE MCP SERVER

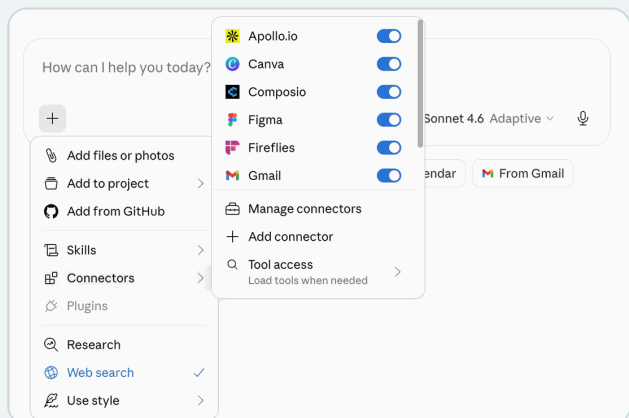
Then switch it on in your chat

Once connected, you turn Composio on per conversation. In ChatGPT it's under the + menu → **More**. In Claude it's the + menu → **Connectors**.



The screenshot shows the ChatGPT chat interface. At the bottom left, there is a '+' icon. A menu is open, showing options like 'Add photos & files', 'Recent files', 'Create image', 'Deep research', 'Web search', 'More', and 'Projects'. The 'More' option is selected, opening a sub-menu with 'Agent mode', 'Add sources', 'Canvas', 'Composio (DEV)', 'GitHub', 'Google Drive', and 'Linear MCP Server'. The 'Composio (DEV)' option is highlighted.

CHATGPT + → MORE → COMPOSIO



The screenshot shows the Claude Desktop interface. At the bottom left, there is a '+' icon. A menu is open, showing options like 'Add files or photos', 'Add to project', 'Add from GitHub', 'Skills', 'Connectors', 'Plugins', 'Research', 'Web search', and 'Use style'. The 'Connectors' option is selected, opening a sub-menu with 'Manage connectors', 'Add connector', and 'Tool access'. The 'Manage connectors' sub-menu is open, showing a list of connectors with toggle switches: Apollo.io, Canva, Composio, Figma, Firefiles, and Gmail. The 'Composio' toggle is turned on.

CLAUDE + → CONNECTORS → TOGGLE ON

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STEP THREE

Test it on your inbox

In five minutes your inbox stops being a Monday-morning dread. Imagine an employee who understands your whole business, filters your mail, bins the junk, drafts replies in your voice, and checks with you whenever they're not 100% sure.

First, add your email provider in Composio — Gmail or Outlook for most people. Then try this right now:

PASTE THIS IN · HIT SEND

Read my last 20 emails and give me a summary: who needs a reply, what's urgent, what can be ignored — and draft a reply to the most important one in a friendly but professional tone.

That's it. In about thirty seconds you'll have what used to eat 45 minutes of your Monday — sorted, prioritised, and half-written.

Now picture that happening **automatically**, every morning, before you've even picked up your phone.



Next level: an AI agent can run this on a schedule and text your phone the moment an important email lands — no prompting required.

4 STEP FOUR

Put your tools to work

Read through the Composio tool list and add whatever you currently use. Most are a simple sign-in; a few need a setting changed or an API key, and Composio will guide you. **Always consider what each data source can access before you connect it.**

Now get creative and hand the AI genuinely useful, difficult jobs. Here are some of our favourites — swap the **bracketed bits** for your own details.

LOST QUOTE

A customer rings while you're packing up, wanting a quote like a job you did three months ago. You promise to send it tonight. You forget. They go with the next bloke.

I'm a *[trade]* in *[suburb]*. Search my Google Drive and Gmail for past jobs matching "*[job description, e.g. bathroom regrout 3x2m]*". Pull the materials and labour from the closest match, then draft a quote in a new Google Doc with my logo and standard T&Cs. Email it as a PDF to *[customer email]* with a friendly note from me. Add a follow-up task to my Google Tasks for 3 days from now if they haven't replied.

QUOTING

HALLWAY PRICE

You're standing in the customer's hallway with a materials list in your head, needing a price before you commit. Bunnings, Reece and Tradelink all differ on stock and price.

Build a materials list in a new Google Sheet for this job: *[paste job description and rough materials needed]*. For each item, search the web for current AUD pricing at Bunnings, Reece and Tradelink. Add a column for the cheapest supplier per item, total cost ex-GST, and total inc-GST. Highlight any items showing stock issues.

MATERIALS

MORE PROMPTS TO STEAL

SILENT QUOTES

A stack of quotes sits in Xero with no response. You hate sounding pushy, so you say nothing — and they go quiet for good.

Pull all quotes from Xero still in "sent" status, issued more than 5 days ago. For each, draft a short, friendly follow-up email to the customer. Vary the wording so they don't all sound identical. Group them so I can review and send in one batch.

FOLLOW-UP

SMART SCHEDULE

A new job comes in. You need a slot near other jobs that week so you're not driving 80km between sites.

A customer at *[postcode]* wants a *[job type]* booked, takes about *[X hours]*. Look at my Google Calendar for the next two weeks. Suggest the three best slots that group this near jobs already booked in nearby suburbs, then draft a confirmation email to *[customer email]* with my recommended time.

SCHEDULING

SAME-DAY INVOICING

Knock-off at 4. You should invoice today's jobs while they're fresh. You tell yourself you'll do it Sunday. You won't.

I finished these jobs today: *[list customer names and brief job descriptions, or paste from notes]*. Pull each customer's details from Xero, then draft an invoice for each with the line items I describe. Show me each one for review before anything is sent. Once I approve, email them through Xero.

INVOICING

\$11K OUTSTANDING

You hate chasing — you're a tradie, not a debt collector. But \$11K is sitting in 60+ day invoices and your BAS is due.

Pull all overdue invoices from Xero. Group them into three buckets: 1–14 days overdue, 15–30 days, and 30+ days. Draft a follow-up email for each bucket in a different tone — friendly nudge, firmer reminder, and final notice before debt collection. Personalise each with the customer name, invoice number and amount.

DEBTORS

MONDAY BRIEFING

You don't really know where the business is at until something goes wrong. Start every week knowing the score instead.

Build me a one-page Monday briefing using —

Xero: revenue last week, outstanding invoices, top 5 customers by amount owed, expenses last week.

Google Calendar: jobs booked this week, gaps in the schedule, any double-bookings.

Gmail: unanswered customer emails older than 48 hours, new enquiries from the weekend.

Write it like a mate giving me a rundown over a coffee: three things to celebrate, three things that need attention this week, and one thing that's on fire.

OVERVIEW



Made it this far? You're already ahead of most. We've watched trades businesses start with just a few of these prompts and, within a couple of weeks, reshape several processes and save **40+ hours a week** — the cost of a whole employee. Be greedy. Push the tools. Find their limits.

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STEP FIVE

What's actually possible

Here's a glimpse of the next stage. Everything you just ran manually can be made **fully automatic** – an AI agent running each task on a schedule, without you typing a thing.

- **Quote follow-ups** triggered automatically 5 days after a quote is sent
- **Monday briefing** landing in your inbox at 7am every week
- **Overdue invoice chasers** going out in batches, in your voice, bucketed by severity
- **New enquiry intake** logged, categorised, draft reply ready – before your first coffee

And here's where it gets interesting. The more your AI works with your data – your past jobs, your customer history, your language – the smarter it gets. It learns what a good job description looks like for *you*. It learns which customers pay late. It learns your pricing patterns.

You're not just saving time. You're building a system that gets better every single week.

You set this up. Here's what we build on top.

WHAT YOU JUST SET UP	WHAT WE BUILD AT SURECLAW
You ask the AI to check your emails	→ AI monitors the inbox 24/7, flags leads, drafts replies automatically
You run a prompt to find overdue invoices	→ AI detects overdue invoices and sends follow-ups on a schedule – no input needed
You paste in a job and get a quote draft	→ AI pulls from past jobs, auto-generates the quote, emails it with your T&Cs
You ask the AI to build your weekly briefing	→ Briefing lands in your inbox every Monday at 7am, untouched by you
You chase a customer when you remember	→ AI sends follow-up sequences at day 3, 7 and 14 – automatically

● TAKING ON 3 NEW TRADE BUSINESSES THIS MONTH

STEP SIX · BUILD AGENTS WITH SURECLAW

You've just saved 10 hours a week. Here's what our clients do *next*.

We take everything you just set up and build it into AI employees — automated agents that handle follow-ups, quoting, scheduling and admin without you touching a thing. Most clients go from 10 hours saved to 40+ hours freed up, usually within three weeks. No extra staff. No tech knowledge needed. Just less time in the business.

40+ hrs

FREED UP PER WEEK

~3 wks

TYPICAL TURNAROUND

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NEW HIRES REQUIRED

Want to see exactly what this looks like for your business? Book a free 30-minute call and we'll map out your AI employee setup live, on the call. No obligation.

Book your free 30-min call

We map your setup live · no obligation



Or paste this into your browser: <https://calendar.app.google/ugz6XsZHSg3p93s1A>



AI AUTOMATION BUILT ONLY FOR AUSTRALIAN TRADES

AIDAN@SURECLAW.COM.AU