A.N. Creation
OFFICE

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Advance Now releases the Entrepreneur's Office Manager, a free AI office manager for small businesses

It keeps a one-page business plan, customers and invoices, a monthly money check and a compliance calendar for any small business, whatever it sells. It starts from a short message pasted into a Grok bot.

Advance Now LLC has released the Entrepreneur's Office Manager (https://ancreationoffice.com/entrepreneur/), a free AI bot for people starting or running a small business: a shop, a service, a trade, a side business or the company around an invention. The owner makes a new bot in Grok and pastes a short message from the website. The bot sets itself up, helps set up a private folder for the records, and opens with "Tell me about your business."

From that first conversation it writes a one-page plan: what the business sells, to whom, at what price, how customers find it, what it costs to run, its break-even, and the one number to watch this month. From then on it keeps a pipeline of possible sales with next steps and dates, quotes and numbered invoices with follow-ups when one is overdue, a short money check at the start of each month (cash, how long it lasts, what's still owed), and a compliance calendar of licenses, permits, annual reports and taxes, with each date traced to the agency's own page. A ten-minute weekly review on the owner's chosen day brings the one number, new customers and invoices, what slipped and the three things that matter next. Before the business pays anyone for work, it lays out the facts on contractor or employee from the IRS and state sources, drafts an agreement from a checklist (including who owns the drawings, designs or code), and puts the tax forms and payroll dates on the calendar. Before a meeting with a lender, investor, accountant, insurance agent or attorney, it builds the packet that person will want.

"As AI gets better, a lot of traditional jobs are going to go away, and a lot more people are going to explore their entrepreneurial edge and try to build their own things," said Mike Maier, founder of Advance Now. "We want to help with that."

Records, not chat

The bot keeps the facts an owner gives it apart from its own estimates, never invents a number, and saves everything to a private folder the owner chooses, such as their own Google Drive or OneDrive, reading back each save. Its instructions tell it never to act without the owner's yes for that one item, and signing, paying, filing and ordering stay in the owner's own hands: it prepares the work, and the owner decides. On the owner's own money it helps them do the work themselves, and it says when other people's money, a contract, the law or safety calls for an accountant, attorney or other professional.

The Entrepreneur's Office Manager is one of the eight free bots of the A.N. Creation Office, alongside its sister product, the Inventor's Project Manager, which takes an idea to a product that sells. The two can share one folder.

Availability

The Entrepreneur's Office Manager is free under a Creative Commons BY-NC-SA 4.0 license. It is written for Grok and needs at least a SuperGrok subscription; any AI that can read a web link can follow its procedures, which are open on GitHub (https://github.com/mminwi/an-creation-office). Like every bot in the office, it is marked Experiment: new and still being tried. AI can make mistakes; owners check what matters before they rely on it.

About Advance Now LLC

Advance Now LLC integrates AI into engineering and manufacturing. It was founded by Mike Maier, who holds a B.S. in Mechanical Engineering from UW–Madison, is a Six Sigma Black Belt, and served in the U.S. Air Force. A.N. Creation Office is a free project of Advance Now LLC. https://advancenowllc.com

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