



⚡ Premium Action Guide

Launch an AI Receptionist Business

Build, sell, and scale a phone-answering AI that books appointments, qualifies leads, and logs every interaction into your client's systems with no-code/low-code tools. Practical, step-by-step, from first call to monthly retainers.

📌 Updated for 2026

📄 **\$2.5k–\$5k/mo** Typical monthly retainer range per client (source-reported/example)

📢 @jobhacki · JobHacki Community



Start Fast

Clear first steps you can take this week.



Real Sources

Built from people who actually did it.



Honest Numbers

Source-reported pay, costs, and risks.

Get the Full Guide Vault →

🔒 Includes checklists, scripts & source-backed insights

YOU WILL LEARN

- | | |
|--|-------------------------------------|
| ✓ What you'll build | ✓ Platforms & tools |
| ✓ Step 1 — 🕒 Pick your niche and outcome | ✓ Step 2 — 🧩 Choose your build path |
| ✓ Step 3 — 🛠️ Select your primary platform | ✓ Income Forecast |

► **MODULE 01**

What you'll build

An AI receptionist that answers missed and after-hours calls, qualifies callers, books appointments, routes urgent inquiries to humans, and syncs everything to Google Sheets/Gmail/Slack. You'll assemble a reliable agent + automation stack, package it into retainers, and land clients with outbound and Upwork.

You'll finish with a deployable voice agent, a CRM sheet, automations for summaries and follow-ups, a website lead intake, and a sales system to win and onboard clients.

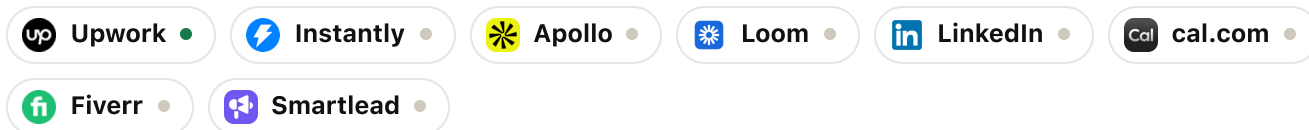
- 1 Production-ready AI receptionist with human handoff
- 2 Google Sheets CRM + summaries to Gmail/Slack
- 3 Outbound autodialer + pre-call SMS
- 4 Website intake form connected to automations
- 5 Pricing, sales scripts, and onboarding SOPs

► **MODULE 02**

Platforms & tools

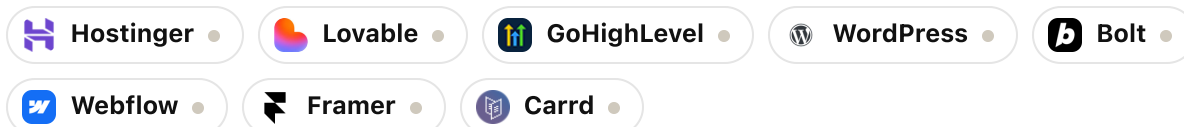
Lead & Outreach

1 free · 7 paid



Website Builders

0 free · 8 paid



AI Models

0 free · 5 paid



Dev & Hosting

0 free · 6 paid



Automation

1 free · 3 paid



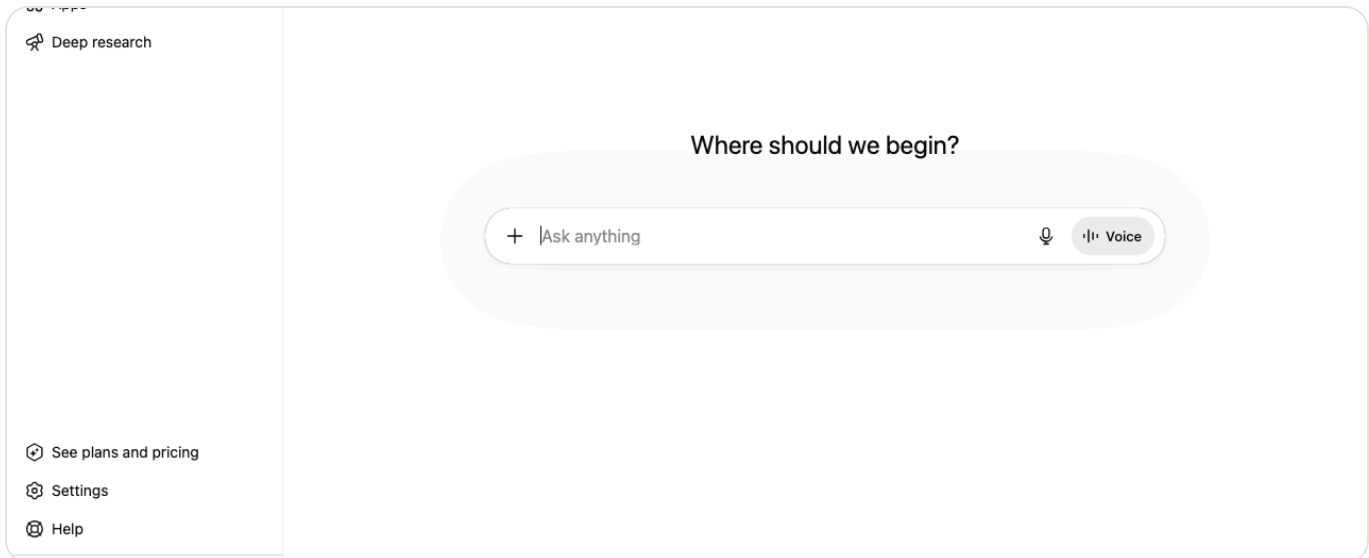
► MODULE 03

Step 1 — Pick your niche and outcome

Choose businesses that bleed from missed calls: dental, med-spa, HVAC, plumbing, real estate, legal, clinics. Define one clear outcome: catch missed/after-hours calls, qualify, and book appointments into their calendar while sending summaries to their inbox/Slack.

Tip

Hyper-niche down to AI receptionists. Most owners already know they miss calls—show exactly how you'll fix it instead of pitching generic AI automation.



ChatGPT — where you'll do this

► MODULE 04

Step 2 — Choose your build path

Decide your architecture based on control and speed. Receptionists need autonomy, tool use, and reliable telephony—so default to an AI agent + automation workflow. Use workflows for notifications/CRM logging; agents for conversation, booking, and handoff.

DECISION RULE

If you must monitor every turn → build a custom GPT for chat; If steps are pure logic → build a workflow; If fixed order but needs AI calls → build an AI workflow; If you need autonomy + flexible dialog + tools → build an AI agent (receptionist).

Tip

Think in levels: Level 1 add existing AI features; Level 2 integrate with Zapier/Make; Level 3 custom complex builds. Start simple, ship, then level up.

► MODULE 05

Step 3 — Select your primary platform

Pick one platform to own the voice agent, then connect automations. Use the table to create your base agent/scenario.

Platform	What to do in this step
Retail AI	Create a new outbound/inbound voice agent. Name it, pick a voice, enable built-in telephony, and open the Prompt/Functions/Settings tabs.
Make.com	Create a scenario with a Webhook trigger for call events. Plan routes for Sheets append, Gmail summary, and Slack alert. Prepare HTTP modules for agent API.
n8n	Create a workflow with Webhook (or Retail AI community node), Google Sheets, and Gmail nodes. Add an HTTP Request for agent API if needed.
Zapier	Create a Zap with Webhooks by Zapier as Catch Hook, then Google Sheets → Gmail/Slack actions. Use Webhooks for agent API calls.
Lindy	Create a new agent, enable tools (calendar/email if used), and configure context stacking. Plan a handoff hook to your automation (Make/n8n/Zapier).

Tip

Starting with Make.com often ships 2–3× faster revenue than heavier stacks. Host n8n cheaply on Webspaces Kit for unlimited executions if you prefer self-hosting.

AI agents and workflows you can see and control

[Get started for free](#)[Talk to sales](#)

Build visually, go deep with code, connect to anything. Every step of your agents' reasoning, traceable on the canvas. Deploy on your infrastructure or ours.

The world's most popular workflow automation platform for technical





N8N — where you'll do this

makecom.com



Premium Domain

Get makecom.com





GoDaddy Escrow



hello@makecom.com



YTD sales charts



Non-Commerical Website



13 years domain history

The Right Domain Makes A Big Difference



🌀 2026 Namasté

Make.com — where you'll do this



Google Sheets — where you'll do this

► MODULE 06

Income Forecast

Provision a phone number for your agent. Enable inbound for catch-missed calls and outbound for auto-dial campaigns. Verify identity (KYC) if required, then assign the number to your receptionist agent.

Tip

Respect local calling rules and quiet hours. Set ring duration (~30s) to avoid voicemail loops.

► MODULE 07

Step 5 — Write the universal receptionist prompt

Define tone, scope, booking rules, handoff criteria, and required data capture. Include explicit tools/functions and an instruction to end the call cleanly. Use time context to avoid stale info.

PROMPT – DENTAL CLINIC

System: You are an AI receptionist for [CLINIC NAME]. Goals: 1) Greet warmly, 2) Identify reason for calling, 3) Qualify urgency (pain, bleeding, trauma), 4) Offer next available appointment per [BOOKING RULES], 5) Capture: full name, phone, email, insurance (Y/N), preferred time, 6) If emergency → transfer to [HUMAN_NUMBER], 7) Summarize outcome for CRM, 8) End call politely.

Tools: `call_transfer(number)`, `end_call()`.

Behavior: Be concise, professional, no medical advice. If unsure, ask one clarifying question. Use today's date/time: `{{current_time_America/Toronto}}`. If voicemail detected, end.

Handoff triggers: emergency keywords, billing disputes, cancellations <24h, hostile caller.

Closure: Confirm details back, provide appointment time, directions if asked, then `end_call()`.

PROMPT – MED-SPA

System: You are an AI receptionist for [SPA NAME]. Book consultations and treatments following [MENU/RULES]. Capture: name, phone, email, interest (Botox/Facial/Laser), budget range, best day/time. Offer packages if asked; never upsell aggressively. Urgent reactions → `call_transfer([HUMAN_NUMBER])`. Always end with clear next steps and `end_call()`.

PROMPT – HOME SERVICES

System: You are an AI receptionist for [COMPANY]. Qualify jobs (service type, location ZIP, urgency, access). Provide earliest availability within [SERVICE_AREA & SCHEDULE]. Transfer gas leaks/floods/safety to [HUMAN_NUMBER]. Confirm estimate windows and `end_call()`.

Tip

Always include an explicit end_call instruction. Without it, some agents will stay on the line indefinitely.

► MODULE 08

Step 6 — Load policies and FAQs as knowledge

Attach a knowledge base so the agent answers accurately: upload your website sitemap and import Google Docs with policies and product/service FAQs. Instruct the agent not to guess; escalate when unsure.

SYSTEM ADD-ON – POLICY GUARDRAILS

System add-on: Answer only from [KNOWLEDGE SOURCES]. If source is missing, say you'll pass this to a human and create a handoff note. Never invent facts. If repeated uncertainty → call_transfer([HUMAN_NUMBER]).

Tip

Google Docs make great living policies. Keep the doc name stable and reference it consistently in your prompt.

► MODULE 09

Step 7 — Add human handoff and fail-safes

Create functions: call_transfer([HUMAN_NUMBER]) and end_call(). Make the transfer node global so a human can be reached from any point. On transfer failure, trigger an automation to email the team and optionally the caller.

Tip

Set the transfer node as global so escalation works even outside the welcome path.

► MODULE 10

Step 8 — Tune call & voice behavior

Configure responsiveness, interruption sensitivity, back-channeling, and normalization so the agent sounds natural but efficient. Set ring duration (~30s), end-on-silence (30–60s), and a reasonable max call duration (12–20 minutes). Decide whether to leave voicemails.

SUGGESTED DEFAULTS

Responsiveness: 0.85–0.95; Interruption sensitivity: 0.8–0.85; Back-channel: on (low); Speech normalization: 0.3; Ring: 30s; End on silence: 30–60s; Max duration: 12–20 min; Voicemail detection: on if you want hang-up on voicemail; off if you want to leave no voicemail.

Tip

Disable voicemail detection if you never want the agent to leave voicemails. Otherwise it may speak to recordings.

► MODULE 11

Step 9 — Create a CRM Sheet (single source of truth)

Set up Google Sheets to log every interaction and drive personalization. Include fields for caller identity, intent, booking, and internal notes.

SHEET SCHEMA

Sheet: Receptionist CRM

Columns: timestamp, call_direction, caller_phone, caller_name, email, intent, urgency, service_interest, notes, scheduled_time, outcome, handoff_to, agent_id, recording_url, transcript_url, followup_status

Tip

When enriching by phone, filter the sheet to the matching caller_phone. Otherwise your agent might pull the wrong row and mis-personalize.

► MODULE 12

Step 10 — Connect Google & LLM credentials

Enable OAuth for Gmail/Sheets and add your LLM key. You'll use Gmail for summaries/alerts and the LLM for reasoning and structured outputs.

GOOGLE OAUTH (SHEETS/GMAIL) – OUTLINE

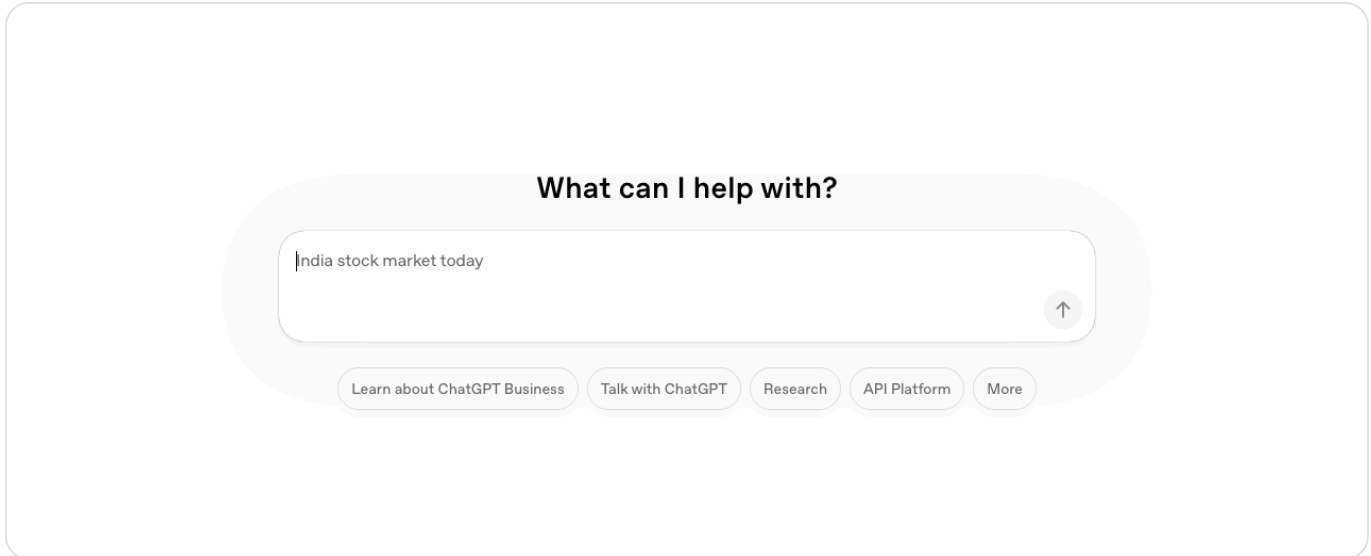
- 1) In Google Cloud Console: create project → enable APIs (Sheets, Gmail).
- 2) Configure OAuth consent (External), app name, support email.
- 3) Create OAuth client (Web), add your automation redirect URI (n8n/Make/Zapier).
- 4) Copy client ID/secret into your platform's Google credentials.
- 5) Approve scopes on first run (Advanced → proceed if unverified warning appears).

OPENAI KEY – OUTLINE

- 1) Create API key in OpenAI account and add a payment method.
- 2) Store in your automation platform's OpenAI node/HTTP header.
- 3) Prefer specific models (e.g., GPT-4.1) for consistent quality.

Tip

Google may show an unverified app warning during OAuth. Use Advanced → Continue to grant your own app while testing.



OpenAI — where you'll do this

► MODULE 13

Step 11 — Connect the voice agent to automations

Wire call events to your workflow and send outcomes to Sheets, Gmail, and Slack. Use native nodes where available; otherwise use webhooks or HTTP requests.

Platform	What to do in this step
Retail AI	Copy your API key, agent ID, and number. In your workflow, use the Retail AI community node (or HTTP Request) to receive call events and to initiate calls.

Platform	What to do in this step
Make.com	Webhook trigger → parse JSON → Google Sheets (Append Row) → Gmail (Send) → Slack (Message). Add routers for different outcomes (booked, handoff, voicemail).
n8n	Webhook (respond with JSON) → Google Sheets (Append) → Gmail (Send) → Slack (Post). Add error handling branches and retries.
Zapier	Catch Hook → Formatter (Text/Code) → Google Sheets (Create Row) → Gmail/Slack. Use Paths for booked vs. unbooked.
Lindy	Use context stacking and set a post-run hook that POSTs to your Make/n8n/Zapier webhook with transcript and outcome.

Tip

Retail AI publishes an n8n community node—install it to avoid maintaining raw HTTP calls.

► MODULE 14

Step 12 — Launch an outbound autodialer safely

Trigger outbound calls from your Sheet. Build a loop that reads unscheduled leads and sends a call-init request with dynamic variables for personalization.

CALL-INIT JSON

```
{
  "from": "[YOUR_AGENT_NUMBER]",
  "to": "+1{{$json.caller_phone}}",
  "callType": "phone",
  "agentId": "[AGENT_ID]",
  "vars": {
    "first_name": "{{$json.caller_name}}",
    "service_interest": "{{$json.service_interest}}",
    "notes": "{{$json.notes}}"
  }
}
```

Platform	What to do in this step
Make.com	Google Sheets (Search/Iterator) → HTTP (POST call-init with JSON) → Delay between calls.
n8n	Google Sheets (Read/Item Lists) → HTTP Request (POST call-init) → Wait node to space calls.
Zapier	Schedule/Manual Trigger → Google Sheets (Find Many) → Webhooks by Zapier (POST per row) → Delay After Queue.
Retail AI	Use the API's outbound endpoint directly or a provided autodial feature if available.
Lindy	If supported, trigger calls from agent; otherwise, call your agent via webhook from Make/n8n.

Tip

Map every dynamic variable exactly as your prompt expects. If placeholders aren't filled, the agent may literally speak placeholders (e.g., "user_first_name").

Step 13 — Pre-call SMS & post-call summaries

Send a friendly heads-up SMS before outbound calls and email a concise summary after each call. Use your automation to space messages and avoid spammy bursts.

PRE-CALL SMS

Subject: [Personalized hook for [Name]]

Hi {{caller_name}}, I'm [AGENT NAME], the AI receptionist for [BUSINESS]. I'll give you a quick call in ~10 minutes about [SERVICE]. If now's bad, reply with a better time.

EMAIL SUMMARY TO TEAM

Subject: New call – {{caller_name}} ({{intent}})

Booked: {{scheduled_time || 'No'}}

Urgency: {{urgency}}

Service: {{service_interest}}

Notes: {{notes}}

Recording: {{recording_url}}

Transcript: {{transcript_url}}

Tip

Use delay/sleep modules between SMS and emails to avoid rate limits and to create a natural cadence.

Step 14 — Test end-to-end and harden

Run full tests: call flow, knowledge answers, booking, transfer, logging, summaries, and Slack alerts. Validate Sheet rows, email content, and edge cases (voicemail, silence, hang-ups).

Tip

If your workflow throws intermittent n8n errors, rerun or refresh; add retries and on-error Slack notifications.

► MODULE 17

Step 15 — Add website intake & chat

Embed a simple contact form that posts to your production webhook and add your chat widget. Route new web leads to the same receptionist pipeline for quick callbacks.

FORM → WEBHOOK OUTLINE

- 1) Add contact form to your site builder.
- 2) Point the action to your production webhook URL.
- 3) Map fields to your Sheet schema.
- 4) On submit → append row → trigger pre-call SMS → queue outbound call.

Tip

Expose multiple contact methods above the fold (phone, email, form, chat, socials, address) to build trust and capture more leads.

► MODULE 18

Step 16 — Track KPIs and show progress

Track per-channel and per-account KPIs in your Sheet/BI: open/reply (for email), booked calls, conversion rates, cost per lead/acquisition, proposals sent/accepted, closed deals, engagement, and inbound volume. Report wins weekly.

WEEKLY OPS SNAPSHOT

For `{{client_name}}`: Calls answered `{{n}}`, Booked `{{booked_n}}`, Handoffs `{{handoff_n}}`, Voicemail `{{vm_n}}`. Top intents: `{{top_intents}}`. Next actions: `{{owners_and_dates}}`.

Tip

Clients judge visible deliverables—calls, emails, summaries, calendars—not hidden plumbing. Make progress tangible.

► MODULE 19

Step 17 — Prospect with smart outreach

Find businesses complaining about missed calls in niche communities, comments, and local listings. Use omni-channel: email, LinkedIn, Instagram DM, X message. Personalize with a Loom audit video and a concrete missed-calls ROI angle.

DM – MISSED CALLS ANGLE

Subject: [Personalized hook for [Name]]

Hey [NAME], noticed you're likely missing after-hours calls. I build AI receptionists that answer, qualify, and book appointments automatically. Want a quick demo tailored to [BUSINESS]? 5–10 mins.

COLD EMAIL – VERBATIM OUTREACH

Subject: Hey {{name}} I think I have something for you regarding {{unique thing about them or their company}}

Hi {{firstName}},

I know you're {{icebreaker}} so I figured it made sense to chat.

The TLDDR, I think I can add 5K a month to your {{elevatorPitch}} with a few automated systems.

I just did this for a very similar industry company and we had 28,350 in a few months. They do related things. So I'm very confident I can duplicate this at minimum. Would be 100% risk-free. I guarantee at least 20 appointments booked or you wouldn't have to pay.

P.S. {{postscript}}

SHORT TEXT BLAST TO NETWORK

Who do you know that's looking for an AI-powered receptionist that helps them capture missed calls and book more appointments?

Tip

Reply rate benchmarks: <2% weak, 2–5% improve copy, 5–10% strong, >10% excellent.
Avoid absolute guarantees in real client outreach.

► MODULE 20

Step 18 — Add Upwork as a second funnel

Create a specialized profile (AI Receptionist/Voice Agent). Apply to 3–5 jobs daily with a customized Loom walkthrough and a one-page proposal. Send a useful asset through multiple channels to ensure it's seen.

UPWORK PITCH SKELETON

Title: AI Receptionist to stop missed calls at [BUSINESS]

Intro: 2–3 lines on missed calls ROI for their niche.

Mini-demo: 60–90s Loom: show booking flow + Sheet log + summary email.

Offer: 14-day pilot, then monthly retainer with clear deliverables.

CTA: Book a quick fit call (link).

Tip

Front-load social proof and keep your profile “Online”. A bespoke asset plus Loom notably boosts replies.

► MODULE 21

Step 19 — 🎙️ Run the sales call like a pro

Use a simple SOP: build rapport, ask why your message stood out, quantify missed calls, confirm urgency, share relevant experience, demo a quick flow, then propose or schedule a proposal review. Spend 70% on discovery, 20% on outcomes, 10% on next steps.

DECK REQUEST PROMPT (FOR PREP)

Create a 5–10 slide pitch deck showing current missed-call problems on [BUSINESS] and how an AI receptionist could increase bookings by 15–30%. Include pain points by slide and solutions toward the end.

Tip

Don’t drown prospects in technical details (prompts, embeddings, tags). Keep it about fewer missed calls and more booked appointments.

► MODULE 22

Step 20 — Package and price your offer

Offer deliverable-based retainers with clear SLAs and visible outputs (calls handled, bookings, summaries, alerts). Provide a one-time starter project, then upsell to a monthly plan.

SAMPLE TIERS (SOURCE-REPORTED/EXAMPLE)

Starter (\$500/mo): AI receptionist + missed-call text back + basic site/contact form hookup.

Growth (\$1,500–\$2,000/mo): Receptionist + lead gen campaigns + reporting.

All-in (\$2,500–\$3,000/mo): Receptionist + ads + SEO + advanced automations.

Value-based: ~25% of savings captured (adjust by risk tolerance).

Tip

Cold-to-retainer is tough; land a one-time pilot first and convert—creators reported ~9% overall conversion with this sequence.

► MODULE 23

Step 21 — Onboard smoothly and communicate often

Use a short onboarding call to confirm timelines, channels, platform access, 2FA, and expectations. Automate collection of client info, CRM updates, welcome emails, kickoff scheduling, and branded docs.

ONBOARDING CALL SCRIPT

Thanks for partnering with us. Cadence: weekly check-ins for 4 weeks, then biweekly. Today we'll align on goals, connect accounts, and go over security. We'll share a go-live date, and how to reach us if anything urgent happens. Q&A at the end.

Tip

Clients expect more communication than they receive. Increase touchpoints to improve retention and upsells.

► MODULE 24

Step 22 — Scale fulfillment with agentic workflows

Automate your own operations: proposals, onboarding checklists, campaign generation, and automated replies. Use different models for different tasks to optimize cost/performance and adopt structured outputs for reliability.

MODEL SELECTION CHEATSHEET

OpenAI: user-facing chat & personality; Claude: complex coding/agents & structured JSON; Gemini: long context & cost-effective research. Mix intentionally.

Tip

Lead generation fixes most agency problems. Fill pipeline first; sophistication can come later.

► MODULE 25

Step 23 — Guardrails, structure, and QA

Enforce JSON outputs for summaries and CRM fields (strengths/weaknesses/risk/reward if you score leads). Add retries and clear stop conditions. Keep templates stable; let AI fill small portions to avoid drift.

STRUCTURED SUMMARY JSON

```
{  
  "caller_name": "...",  
  "caller_phone": "...",  
  "intent": "...",  
  "urgency": "low|medium|high",  
  "service_interest": "...",  
  "scheduled_time": "ISO8601|null",  
  "handoff_to": "name|null",  
  "notes": "..."  
}
```

Tip

Template most of the text; let the AI fill blanks. It's more predictable than fully AI-generated documents.

► MODULE 26

Step 24 — Maintain, iterate, and expand

Review transcripts weekly, adjust prompts and policies, and ship quick A/Bs (greeting, qualifying questions). Add channels (web chat, missed-call text-back) as upsells and expand to adjacent niches after nailing one.

PROMPT — OUTREACH ONE-LINER

Subject: [Personalized hook for [Name]]

Hey, I noticed you might be missing leads after business hours. I help businesses automate lead follow-up with an AI receptionist so you can book more appointments automatically. Want to see it on your site/number?

► MODULE 27

Mistakes to avoid



NO END_CALL INSTRUCTION

Agents may stay on the line forever. Always include an explicit `end_call`.



UNMAPPED VARIABLES

If dynamic vars aren't passed, agents say placeholders ("`user_first_name`").



WRONG ROW PERSONALIZATION

Filter Sheets by `caller_phone`; don't pass whole tables to the agent.



VOICEMAIL LOOPS

Tune ring/end-on-silence. Disable voicemail detection if you don't leave messages.



FRAGILE WEBHOOKS

Add retries and error routes. For Slack events, return the challenge to verify.



OVER-ENGINEERING FIRST

Ship a simple, reliable receptionist before complex multi-agent builds.



OVER-AI'D DOCUMENTS

Template most content; let AI fill specific fields to keep control.



LINKEDIN SCRAPING DIY

Anti-scraping is strong—use vetted tools/APIs instead of brittle scrapers.



IGNORING INTERMITTENT ERRORS

n8n can hiccup. Rerun, refresh, add guards, and notify on failure.

Income Forecast

\$500–\$5,000/mo

SMB AI automation retainer range (source-reported/example)

\$500/mo

Starter receptionist package (source-reported/example)

\$1,500–\$2,000/mo

Growth plan typical pricing (source-reported/example)

\$2,500–\$3,000/mo

All-in plan typical pricing (source-reported/example)

\$25,000/mo

Example: five \$50k/yr retainers + \$50k one-time projects annualized (source-reported/example)

► **MODULE 29**

Resources

RESOURCES



National Do Not Call Registry (USA)

Check compliance for outbound call campaigns.



FTC Telemarketing Sales Rule

Review calling hours and disclosure requirements.



Ofcom UK – Calling Line Identification

Ensure proper caller ID usage in the UK.



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OmniCut

Any video → a timestamped, cut-by-cut edit blueprint.



OmniScript

Turn any idea into a viral-ready script with hooks.



Resume Builder

Recruiter-tested one-page resume, auto-built from your LinkedIn.



Job Readiness Simulator

Paste a job link — get tested + your fastest study path.



Tool Directory

Every AI tool that makes money, organized + searchable.



Job Directory

Tens of thousands of live jobs across 12+ ATS systems.



Playbook Directory

100+ grounded, step-by-step income playbooks.

Access 100+ playbooks free — create your account

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