

AI Employees That Run Your Business

NORJI
What NORJI Can Do For You

A complete breakdown of NORJI capabilities organised by industry and use case.

Solo	Growth	Empire	Enterprise
GBP 89/mo	GBP 197/mo	GBP 449/mo	GBP 899/mo
Core AI skills	+ Advanced AI, PDFs, MTD, CRM	+ Dashboard, leads, outreach, scheduling	+ 4 AI employees, team, API, SLA

7-day free trial on Solo, Growth, and Empire. Cancel anytime.

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Every Business

Core capabilities included in all plans

Invoicing

- Create professional invoices with VAT calculation
- Sequential numbering (INV-2026-001)
- PDF generation with your business details

```
"Invoice Anderson for 10 hours at 75"
```

```
"Invoice Blake for website design at 1500"
```

Payment Chasing

- Automatically find overdue invoices
- Draft escalating chase emails (friendly > firm > final)
- Track days overdue and total outstanding

```
"Chase payments"
```

```
"Who owes me money?"
```

Expense Tracking

- Log expenses manually or scan receipts via photo
- Auto-categorise into HMRC categories
- Monthly and category breakdowns

```
"Log expense 49.99 for software subscription"
```

```
"Scan receipt" (send photo)
```

```
"Show expenses this month"
```

Tax Preparation

- Gather income and expense records for self-assessment
- Estimate income tax and National Insurance
- HMRC Making Tax Digital quarterly tracking
- Export data for your accountant

```
"Tax prep"
```

```
"MTD status"
```

```
"Quarterly summary"
```

Cash Flow

- Track money in, money out, and forecast position
- 30/60/90 day projections
- Flag at-risk payments

```
"Cash flow"
```

```
"Can I afford to hire someone?"
```

Email

- Draft professional emails in UK English

- Triage inbox (urgent, needs reply, informational)
- Draft follow-ups from context

```
"Draft email to Anderson about the project update"
"Check emails"
```

File Organisation

- Sort Downloads and Desktop into project/client folders
- Auto-detect client from filename
- Structured: Projects/{Client}/Invoices, Contracts, etc.

```
"Organise my downloads"
"Tidy my desktop"
```

Proposals and Quotes

- Generate professional proposals with pricing
- 50% deposit / 50% completion payment terms
- Save to client project folder

```
"Draft proposal for Anderson website redesign at 2500"
```

Calendar and Booking

- Book events, check availability, find free slots
- Conflict detection
- View daily, weekly, or custom date ranges

```
"Book meeting with Anderson on Tuesday at 2pm"
"What am I doing tomorrow?"
"Am I free Friday afternoon?"
```

Morning Briefing

- Daily business overview at a glance
- Unpaid invoices, new files, upcoming deadlines
- UK tax deadline awareness

```
"Morning kickoff"
"Good morning"
```

Smart Memory

- Remember facts, preferences, and routines
- Other skills check memory before asking you

```
"Remember that my rate is 75 per hour"
"What do you know about Anderson?"
"The usual"
```

Business Status

- Revenue, expenses, profit, active clients
- Overdue invoices and upcoming deadlines
- End of day, weekly, and monthly review variants

```
"How is business doing?"
```

"Weekly review"

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Freelancers and Sole Traders

Designers, developers, copywriters, consultants, photographers, tutors

Client Management

- Track interactions, schedule follow-ups, re-engage dormant clients
- Customer spending history and notes

```
"Follow up with Anderson"
```

```
"Who have I not spoken to in 3 months?"
```

```
"My best customers"
```

Project Admin

- File organisation by client and project
- Invoice creation tied to project folders
- Proposal generation with scope and timeline

```
"Organise my downloads"
```

```
"Invoice Anderson for last week"
```

Tax and Compliance

- Self-assessment preparation with income/expense summary
- HMRC quarterly tracking for Making Tax Digital
- VAT threshold monitoring (GBP 90,000)

```
"Tax prep for 2025-26"
```

```
"Am I near the VAT threshold?"
```

Time Savings

- Morning briefing replaces 30 minutes of checking
- Invoice creation in seconds instead of minutes
- Payment chasing without the awkwardness
- File organisation that happens while you work

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Property and Estate Agents

Landlords, letting agents, estate agents, property managers

Property Listings

- Generate professional Rightmove/Zoopla-style descriptions
- Headline, key features, full description
- EPC, council tax, availability tracking

```
"Create listing for 42 Oak Street, 3 bed semi, 195000"
```

Viewing Management

- Schedule viewings, track feedback, flag offers
- View schedule by day, week, or property

```
"Book viewing for 42 Oak Street tomorrow at 2pm with Mr Johnson"
```

```
"How did the viewing go?"
```

```
"Show this week is viewing schedule"
```

Tenant Management

- Track tenants, leases, rent payments, and arrears
- Lease expiry warnings (60-day flag)
- Maintenance request logging and contractor coordination

```
"Who owes rent?"
```

```
"Log rent payment from Johnson"
```

```
"Johnson reports a leaking tap"
```

Compliance Tracking

- Gas safety certificate (annual, unlimited fine)
- EPC rating (10 years, minimum E for rentals)
- EICR electrical inspection (5 years, up to GBP 30,000 fine)
- Deposit protection (30 days, 1-3x penalty)
- Right to rent checks

```
"Check compliance"
```

```
"When is the gas safety due for 42 Oak Street?"
```

Property Financials

- Rental income, expenses, yield per property
- Portfolio performance overview
- Mortgage interest tax relief tracking (basic rate only)

```
"How much am I making on 42 Oak Street?"
```

```
"Portfolio performance"
```

Tradespeople and Contractors

Plumbers, electricians, builders, carpenters, painters, landscapers

Job Invoicing

- Quick invoice creation from your van
- Materials + labour + VAT calculation
- Send via Telegram in seconds

```
"Invoice Smith for boiler repair 450 plus parts 120"
```

Payment Chasing

- Chase customers who haven't paid
- Escalating tone: friendly reminder to final notice
- Track total outstanding across all jobs

```
"Chase payments"
```

```
"Smith has not paid yet"
```

Expense and Receipt Tracking

- Photograph receipts from Screwfix, Toolstation, merchants
- Auto-categorise: materials, tools, fuel, PPE
- Ready for your accountant at tax time

```
"Log expense 89.99 for pipe fittings"
```

```
"Scan receipt" (send photo of Screwfix receipt)
```

Scheduling

- Book jobs into your calendar
- Check availability before committing
- Morning briefing shows today is schedule

```
"Book Smith boiler service Tuesday 9am"
```

```
"What jobs have I got tomorrow?"
```

Customer Follow-up

- Track repeat customers and their service history
- Automated follow-up reminders
- Annual service reminders (boiler service, PAT testing)

```
"Follow up with Smith"
```

```
"Who is due an annual service?"
```

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Retail and Hospitality

Shops, cafes, restaurants, bars, salons, mobile businesses

Stock Management

- Track inventory levels in real-time
- Low stock alerts when items hit reorder level
- Reorder cost estimates

```
"What is running low?"
```

```
"We received 50 cups from Wholesale Ltd"
```

```
"Used 10 milk today"
```

Supplier Management

- Track suppliers, contacts, and payment terms
- Create purchase orders (PO-2026-001 format)
- Price comparison across suppliers
- Draft order and chase emails

```
"Order 100 cups from Wholesale Ltd"
```

```
"Who supplies coffee beans?"
```

```
"Chase delivery from Dairy Direct"
```

Staff Scheduling

- Create weekly rotas factoring in contracted hours
- Find cover when someone calls in sick
- Calculate weekly wage bill from rota
- Flag understaffing

```
"Create next week is rota"
```

```
"Sarah cannot work Saturday – who can cover?"
```

```
"How much is this week is wage bill?"
```

Daily Operations

- Morning kickoff with business overview
- Cash flow tracking for daily takings
- Expense logging for supplies and overheads

```
"Morning kickoff"
```

```
"Log expense 150 for food supplies"
```

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Consultants and Professional Services

Management consultants, coaches, accountants, solicitors, architects

Client Proposals

- Professional proposals with scope, timeline, and pricing
- 50/50 payment terms or custom
- Save to client project folder

```
"Draft proposal for Anderson digital transformation at 15000"
```

Time-Based Invoicing

- Invoice by hours worked at your day rate
- Automatic VAT calculation if registered
- Sequential invoice numbering

```
"Invoice Anderson for 3 days at 650 per day"
```

CRM and Follow-up

- Track client interactions and relationship history
- Follow-up scheduling and re-engagement
- Best customer ranking by total spend

```
"Set follow-up with Blake for next Tuesday"
```

```
"Who should I check in with?"
```

Knowledge Management

- Store facts about clients, rates, and preferences
- NORJI remembers so you don't have to repeat yourself
- Context-aware responses based on stored memory

```
"Remember that Anderson prefers Monday meetings"
```

```
"Remember my day rate is 650"
```

Tax and Compliance

- Self-assessment preparation
- Quarterly MTD submissions
- Expense tracking by HMRC category
- Cash flow forecasting for project-based income

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Sales and Lead Generation

Empire and Enterprise plans — automated outreach and pipeline management

Lead Discovery

- Scan Companies House and Google Maps for businesses
- Auto-score leads by trade, contact info, business size
- Assign pitch angles by industry

```
"Run recon for plumbers in Leeds"
```

```
"Find electricians in Manchester"
```

Outreach

- Draft personalised outreach emails
- Approval queue before sending (you review, NORJI sends)
- Track responses and follow-ups

```
"Draft emails for score 8+ leads"
```

```
"Approve all"
```

```
"Show pending"
```

Pipeline Management

- Full lead lifecycle: New > Contacted > Called > Meeting > Trial > Converted
- Update statuses from your phone
- Export branded Excel master sheet

```
"Show stats"
```

```
"Update Plumbers Leeds to called"
```

```
"Export master sheet"
```

Sales Prep

- Generate call briefs for scheduled meetings
- Weekly performance reports
- Conversion tracking and MRR calculation

```
"Prepare call briefs"
```

```
"Weekly report"
```

GDPR Compliance

- Suppression list management
- Opt-out processing
- Compliance audit logging
- Rate limiting (50 emails/day max)

```
"Opt out john@example.com"
```

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Autonomous AI Workforce

Enterprise plan — 4 AI employees operating 24/7

Sales AI

- Finds leads, scores them, sends outreach, follows up
- Runs daily: scan at 6am, outreach at 9am, follow-up at 2pm
- All outbound requires your approval
- Target: 50 new leads/week, 10 outreach/day

Finance AI

- Invoices, chases payments, tracks expenses, prepares tax
- Runs weekly: chase invoices every Monday
- Monthly financial summary on the 1st
- Quarterly MTD submission preparation

Operations AI

- Monitors systems, manages customers, handles support triage
- Hourly health checks on all systems
- Daily operations briefing to you at 9am
- Alerts you to downtime, errors, or failed payments

Admin AI

- Files, email, calendar, proposals
- Daily email triage and inbox management
- Automatic file organisation at 5pm
- On-demand response to your commands

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NORJI

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NORJI Ltd | Registration pending

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