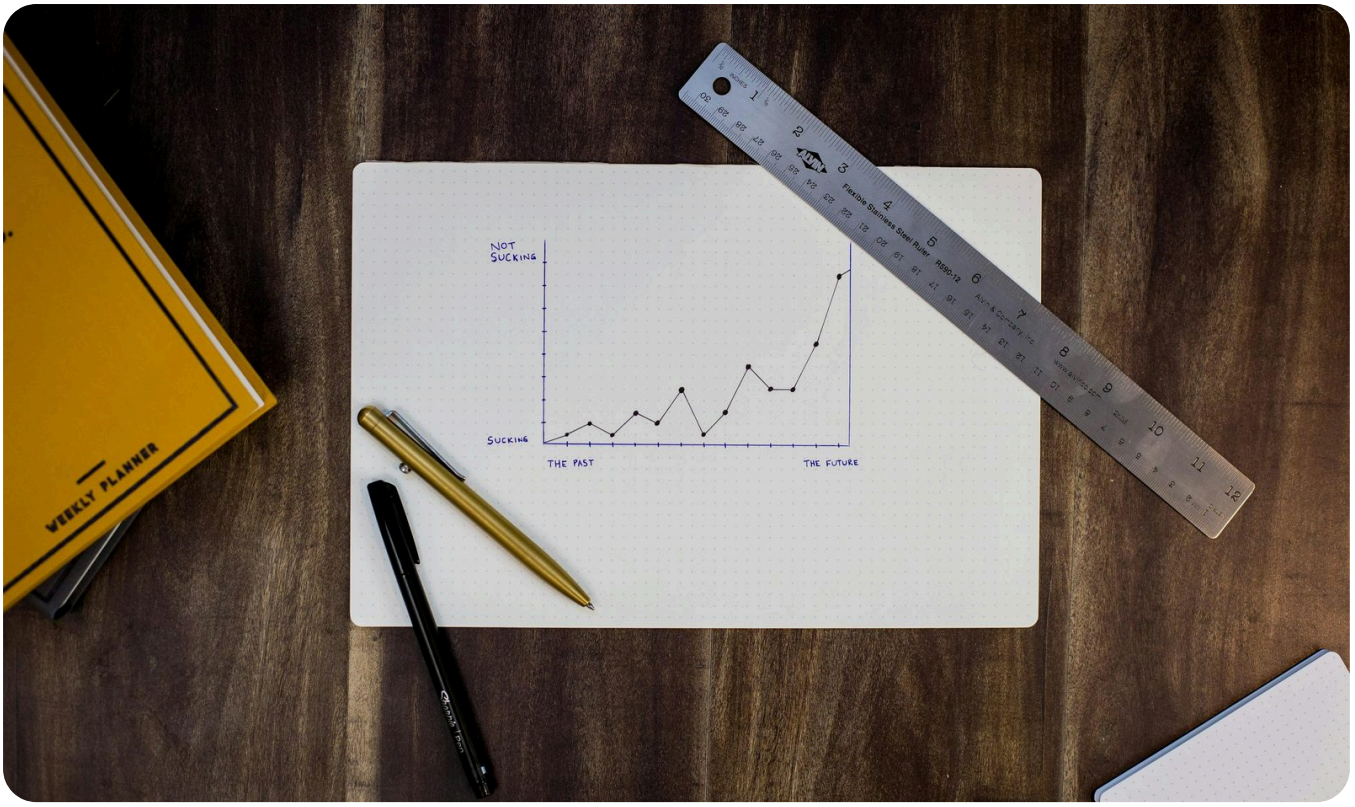


Automation · Service guide

Airtable & Google Sheets Automation

From messy spreadsheets to a system that runs itself.

We rebuild the spreadsheets your business runs on into clean Airtable bases or Google Sheets with Apps Script: data that checks itself, records that route themselves and reports that arrive on time.

Message only

How it works	Works in the background
Best for	AI Engineering & Growth
You stay in control	A backup of your old sheets is kept
First step	A short call with no obligation

How this helps

What it means for your business

Teams run on spreadsheets that break, duplicate and go out of date.

Repetitive reading, sorting and writing is prepared for you, so your team starts from a draft instead of a blank page. You check the work before it is used.

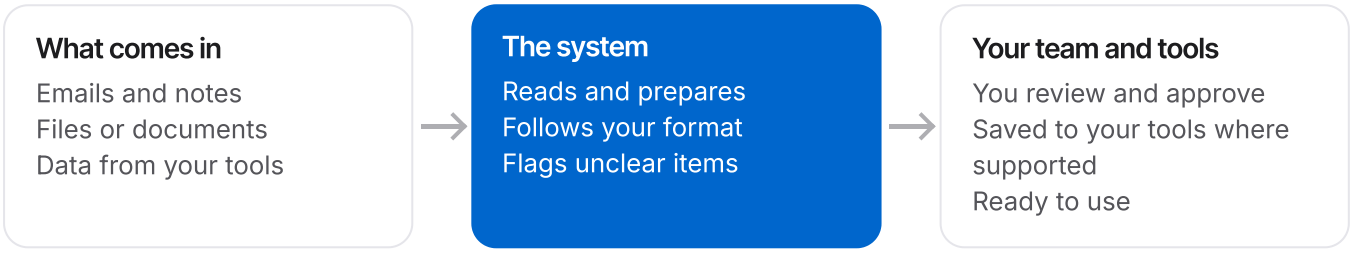
What you get

- One source of truth instead of nine sheets
- Data that checks itself as it is entered
- Leads and tasks routed automatically
- Reports delivered without anyone building them

What changes day to day

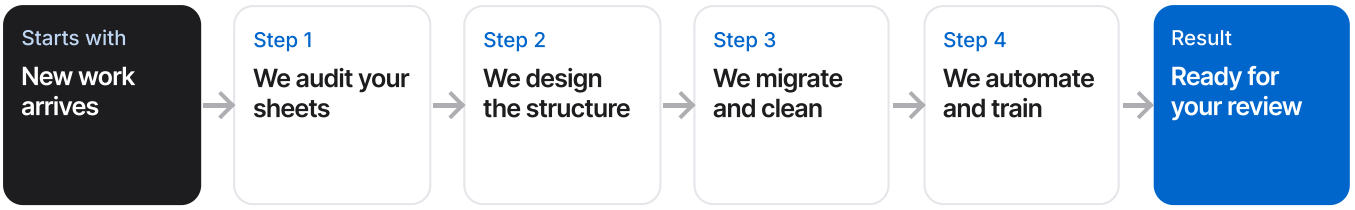
	Common today	With this service
Starting point	A blank page	A prepared draft
Format	Varies by person	Follows the format you set
Unclear items	Easy to miss	Flagged for a person to check
Your time	Spent on repetitive work	Spent on review and decisions
Final say	Your team	Still your team

How it fits with your business



How it works

From start to finish



Step 1
We audit your sheets
What each one tracks and where it breaks.

Step 2
We design the structure
Tables, links and rules, approved by you.

Step 3
We migrate and clean
Duplicates merged, formats fixed, nothing lost.

Step 4
We automate and train
Routing, reports and a short guide for your team.

Example · Work scene

A real estate team tracks leads across nine spreadsheets with duplicates everywhere.

Works in the background

What happens next

One clean base, leads routed automatically, and a weekly report.

Base rebuild

Company	Crestline Realty
Before	9 sheets, 4,800 messy rows
After	One Airtable base, 5 linked tables
Automations	Lead routing, weekly report
Duplicates	612 merged

How easy it is

We do the heavy lifting

Most of the work happens on our side. You make the decisions, and we tell you exactly what we need.

What we handle

- Agree the format with you
- Connect your tools where supported
- Set the rules and the review step
- Test it on real examples
- Adjust the results after launch

What you do

- Share your rules and examples
- Approve the format
- Review the first results
- Tell us what to change

Service levels

Start simple, go further when you are ready

Level 1

Draft mode

We prepare the work and you approve it before it is used.

Level 2

Connected

Runs with your tools where supported, on the schedule you set.

Level 3

Advanced

More rules, several workflows working together, and reporting.

The right level is confirmed during discovery, based on your business and the tools you use.

What we need from you

- Examples of how the work is done today
- Access to the tools it needs to work with
- The format you want the result in
- Who on your team approves it

How we get started

1. A short call about your business
2. A clear plan and scope
3. Setup and testing with you
4. Go live with your approval

Why Calvyrn

Why businesses choose to work with us

Built for your business
Your rules, your wording and your tools. Not a one-size template.

You approve first
Nothing goes live until you have seen it and said yes.

Start small
Begin with one service or one first version, then add more if it helps.

One team
AI systems, automations, websites and web applications in one place.

Plain language
You always know what is being built, why, and what comes next.

Honest limits
We tell you what a system cannot do and where a person should stay involved.

You stay in control

- A backup of your old sheets is kept
- You approve the structure before migration
- Built in accounts you own

Questions you may have

Does it phone anyone?
No. This service works in writing and makes no phone calls.

Airtable or Google Sheets?
Sheets suits simple, shared lists; Airtable suits linked records and interfaces. We recommend after seeing your data.

Will we lose any data?
No. We keep a backup and check row counts before and after the move.

Can it connect to our other tools?
Yes, through Make, Zapier, n8n or direct APIs.

Important notes

- Examples in this guide use fictional businesses, names and details.
- Results depend on your business, tools, customers and how the service is set up. We do not guarantee revenue, bookings or search rankings.
- AI can make mistakes. That is why approvals, clear limits and human hand-off are part of the setup.
- Features depend on your plan and on the tools you use. The final scope is confirmed during discovery and in your proposal.
- This guide is not legal, medical, tax or financial advice.

See how it would work for you
Tell us about your business. There is no obligation.

calvyrn.com/contact.html
info@calvyrn.com