

Automation · Service guide

Personal AI Assistant

An assistant you can text, for the day you actually have.

Every morning you get a short brief of meetings, important emails and tasks. Text it to move a meeting, draft a reply or remind you later. Nothing is sent without your yes.

Message only

How it works	By text, like a person
Best for	Small Business & Personal
You stay in control	Nothing goes to another person without your yes
First step	A short call with no obligation

How this helps

What it means for your business

Your day is scattered across the inbox, the calendar and sticky notes.

Customers get a clear message at the right time, and follow-up no longer depends on someone remembering. You decide what is sent, when it is sent and when it stops.

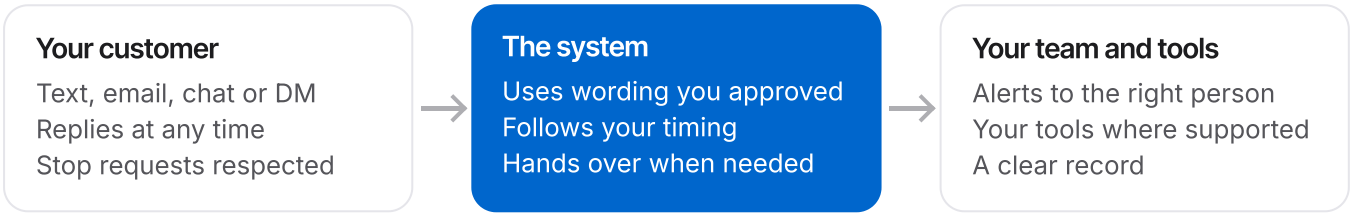
What you get

- Start each day knowing exactly what matters
- Meetings moved and reminders set by text
- Email replies drafted in your voice
- Less time in the inbox and calendar

What changes day to day

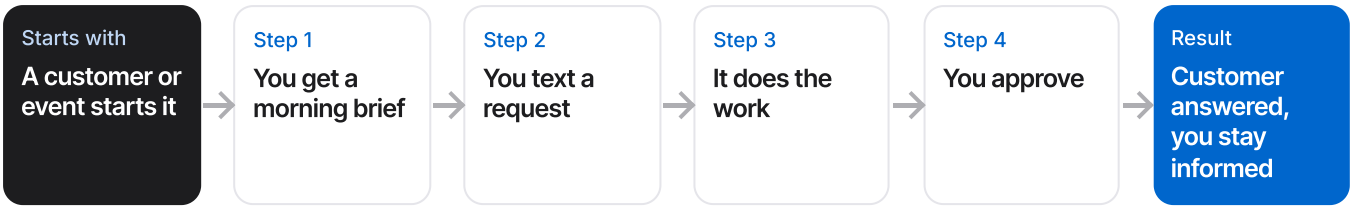
	Common today	With this service
Follow-up	Depends on who remembers	Runs on the rules you set
Wording	Written from scratch each time	Uses wording you approved
Timing	When someone gets a moment	Within the hours you choose
Replies	Scattered across inboxes	Passed to the right person
Visibility	Hard to see what was sent	A clear record of what went out

How it fits with your business



How it works

From start to finish



Step 1
You get a morning brief
Meetings, key emails and tasks.

Step 2
You text a request
Move, remind, draft or find.

Step 3
It does the work
Using your calendar and inbox.

Step 4
You approve
Anything that goes to other people.

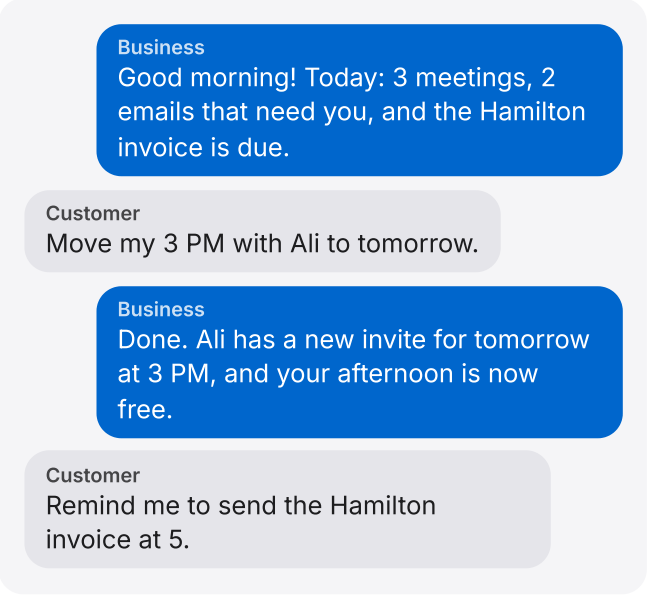
Example · Message scene

The owner gets a morning brief and texts a few quick requests.

By text, like a person

What happens next

Meetings move, reminders are set, and drafts wait for approval.



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

- Write the messages with you
- Connect your tools where supported
- Set the timing and the rules
- Test everything before it goes live
- Adjust the wording after launch

What you do

- Share your rules and examples
- Approve the messages
- Check the first sends
- Tell us what to change

Service levels

Start simple, go further when you are ready

Level 1

Draft mode

We prepare the messages and you approve them before they go out.

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

- The wording and tone you want
- Access to the tools it needs to work with
- The customers or contacts it should reach
- 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

- Nothing goes to another person without your yes
- You choose which accounts it can see
- You can pause it or delete its memory at any time

Questions you may have

Does it phone anyone?
No. This service works by message and makes no phone calls.

Who is it for?
Founders, consultants, freelancers and anyone whose day runs on email and meetings.

Can it read all my email?
Only the accounts and folders you choose. You can change this at any time.

Will it send emails for me?
It drafts them. You approve each one, unless you choose to let it send simple replies on its own.

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.

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