

Small Business Ops Bundle — Preview

The complete OpsKit starter bundle: onboarding, SOPs, weekly ops, admin/finance, meeting follow-up, and owner-away coverage.

PREVIEW ONLY — this PDF is a sample overview, not the complete editable template.

What this product helps with

Get the core operating documents for running cleaner client work, processes, admin, and temporary coverage.

Included in the paid ZIP

File	Type	Availability
Client Intake Form	DOCX	Included in paid download
Client Kickoff Agenda	DOCX	Included in paid download
Client Welcome Email Pack	DOCX	Included in paid download
Meeting Notes Action Tracker	DOCX	Included in paid download
Sop Builder Template	DOCX	Included in paid download
Sop Audit Checklist	DOCX	Included in paid download
Weekly Operations Review	DOCX	Included in paid download
Weekly Ops Dashboard	XLSX	Included in paid download
Vendor Renewal Tracker	DOCX	Included in paid download
Invoice Follow Up Scripts	DOCX	Included in paid download
01 Founder Away Readiness Assessment	DOCX	Included in paid download
02 Founder Handoff Brief	DOCX	Included in paid download
05 Coverage Operator Daily Playbook	DOCX	Included in paid download
08 Return And Improve Debrief	DOCX	Included in paid download
10 Founder Away Control Center	XLSX	Included in paid download

Sample excerpt

The paid download contains the full editable DOCX/XLSX files. This preview shows representative structure only; operational fields are abbreviated or redacted.

Area	Example content	Preview status
Sample section	Representative prompt	PREVIEW ONLY
Owner / role	[field shown in paid template]	Redacted
Decision / action	[editable working area in paid template]	Redacted
Follow-up / notes	[additional rows included in paid template]	Redacted

To use the template, purchase the product and download the editable ZIP after Stripe checkout verifies payment.