Not Quite Unicorns

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Proposal Check Skills

Three skills for Claude and Microsoft Copilot that catch the 12 ChatGPT tells, flag unsourced numbers and mark weak lines before your client reads the draft.

11 files · About 10 minutes to set up

notquiteunicorns.com/free/proposal-check-skills

What's in the pack

Three checks and a one-page cheat sheet

skills/client-ready-check/

Client-ready check

Strips the 12 signs that ChatGPT wrote the draft and rewrites it in your firm's house style, with British spelling.

skills/figure-checker/

Figure checker

Checks every number in the draft against the source files you attach and flags any number without a source.

skills/partner-red-pen/

Partner red pen

Marks vague lines, filler, risky promises and missing next steps before a partner reads the draft.

the-12-tells.md
All 12 ChatGPT tells on one page with what to write instead. Share it with anyone who writes proposals.

setup-guides/
One setup page per skill, with steps for Claude Skills, Claude Projects and Microsoft 365 Copilot.

claude-upload/
Three zip files you can upload straight into Claude Skills.

Setup

Set up in about 10 minutes

Your team still uses AI and a person still signs off every draft. These skills make that check faster.

Step 01

Install Client-ready check

Open setup-guides/01-client-ready-check-setup.md and follow the four steps for Claude or Copilot.

In Claude, upload claude-upload/client-ready-check.zip

Step 02

Add the other two skills

Follow the same steps for figure-checker and partner-red-pen using guides 02 and 03 in setup-guides/.

Works in Claude Skills, Projects and Copilot

Step 03

Add your firm's house style

Give Client-ready check your firm name, sign-off and words you use or avoid. Guide 01 shows the quick way and the permanent way.

Uses plain British English until you add yours

How to run it

The order to run them

Try these three checks on the last proposal you sent. You'll see in five minutes what your clients have been reading.

Step 01

Client-ready check

Run on the first draft with one line on who it's for. It removes the 12 ChatGPT tells and fixes spelling and tone.

Step 02

Figure checker

Run if the draft has numbers in it. Attach the accounts, spreadsheets or client files behind them.

Step 03

Partner red pen

Run last with the client's enquiry email or meeting notes before you send the draft to whoever signs it off.

Before you paste client drafts

None of these skills send emails, and Partner red pen only marks weak lines instead of rewriting your whole file. Use the paid business Claude or Copilot account your firm has approved for client work, follow your firm's AI policy, and have someone on your team sign off every draft.

Not Quite Unicorns

Built by Not Quite Unicorns

Want AI that sounds like your firm, not ChatGPT?

We connect your firm's past proposals, CVs, fee schedules and SharePoint so your team starts from a first draft written in your voice. Book a free 30-minute intro call with George.

Book a free intro call →

notquiteunicorns.com/start?type=ai