DATASHEET

Day Off

AI office staff for small businesses: answering, follow-up, record keeping and reminders, with you approving everything that goes out.

STATUS **Taking requests**

Who it's for	Small businesses that lose work to slow replies
Part of	The Premier Choice Intelligence platform: machines, agents, verification, approvals and the living record

What it is

Day Off gives a small business AI office staff. It handles answering, follow-up, record keeping and reminders, so the owner can step away from the desk.

Every outgoing message waits for the owner's approval. Day Off drafts, you decide. It is sized from one person to a whole office, in three plan sizes: Starter, Office and Whole Office.

Who it's for

- Owners who answer the phone and email between jobs, and lose leads when they can't.
- Offices where follow-up depends on someone remembering.
- Businesses that want records kept the same way every time, without hiring for it yet.

Key capabilities

Answering
Customer questions and inquiries get a prompt, accurate draft reply.

Follow-up
Quotes and open inquiries are followed up on a schedule, not from memory.

Record keeping
Every conversation and task is written to your Living Book.

Reminders
Appointments, renewals and deadlines come to you before they are missed.

Your approval first
Nothing goes out in your name until you say yes.

Checked work
A second party confirms each task against the record before it counts as done.

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How it works

1. **We learn how your office runs**
   What comes in, who answers it, what follow-up looks like and what must never go out without you.
2. **We set up the work**
   Recurring jobs become machines. AI agents watch them and improve them over time.
3. **Drafts come to you**
   Replies and follow-ups wait in one place for your approval.
4. **Work is checked**
   Each task is confirmed against the record by a second party, not the worker.
5. **Everything stays on the record**
   Your Living Book keeps every request, reply and reminder, so nobody starts over.

Three sizes

Plan size	Sized for
Starter	One person running the business, who needs answering, follow-up and reminders covered.
Office	A small team that shares inquiries, records and follow-up across a few people.
Whole Office	A whole office: every inquiry, record and reminder handled the same way across the team.

Talk to us to find the right size. We do not publish prices in this datasheet.

Built and tested in our own companies

Day Off is how our own companies handle their office work: answering, follow-up, records and reminders run as machines, with AI agents improving them and the founder approving what goes out.

Talk to us about Day Off

Status: Taking requests. Talk to us about which size fits your office.
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