SmartWerk: Days 1 to 3

Welcome to SmartWerk! This guide contains your first 3 smart AI tools designed for ZZP freelancers in the Netherlands.

Day 1: Write Your First Invoice (Dutch-style)

GPT Prompt: Create an invoice for a freelance project in the Netherlands. Include BTW (VAT), KvK number, IBAN, and payment terms.
Example Output: An invoice layout with KvK: 12345678, BTW: 21%, Payment terms: 14 days, etc.

Task: Try pasting this prompt into ChatGPT and edit the fields to match your client's details.
SmartWerk Tip: Save a version as PDF to reuse for future clients.

Day 2: Send a Polite Payment Reminder

GPT Prompt: Write a polite email in Dutch reminding a client that an invoice is overdue. Mention the amount and payment deadline.
Example Output: "Beste klant, Dit is een vriendelijke herinnering dat uw factuur van €400 nog niet is betaald..."

Task: Use this prompt to create a real email draft and test it with your inbox.
SmartWerk Tip: Always keep communication polite. Dutch clients value professionalism.

Day 3: Respond to Gemeente Letter

GPT Prompt: Draft a formal email in Dutch responding to a Gemeente letter about your freelance registration.
Example Output: "Geachte Gemeente, Bedankt voor uw brief. Hierbij bevestig ik mijn registratie als ZZP'er onder KvK-nummer..."

Task: Adjust the message to your own situation and save it as a template.
SmartWerk Tip: Formal emails should always start with 'Geachte' and end with 'Met vriendelijke groet'.

Want More?

Get 100+ GPT prompts, ready-to-use templates (invoice, CV, email), and a complete video guide for only €7.99 via Tikkie.

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