

— CATALOGUE APPENDIX · EVERWORKER OFFER

Catalogue of *AI agents*.

Your team + agents. Thirty agents ready to be tuned to your workflows, organised into six domains.



OFFER	EverWorker
DOMAINS	6
AGENTS IN THE CATALOGUE	30
VALUATION	CHF 50 / h

— BEFORE WE START

So what exactly is *an AI agent*?

« An AI agent is like a **digital colleague** you hand a specific, repetitive task to: it does the work for you, and **you stay in control**.



It works on your tasks

Built around **your processes**, not a generic tool.



You stay in charge

The agent prepares, **you review and decide**.
It never replaces anyone.



It learns from you

The more you guide it, **the more accurate it gets**.

→ Here are the agents your teams can run: *pick the one that saves you the most time.*

— USER GUIDE

How to read *this catalogue.*

VALUATION

CHF 50 / h, a conservative baseline

Each agent is valued at **CHF 50 an hour**: deliberately **below the fully loaded cost** of an employee (social charges, pension, insurance, workstation, absences).

READING ORDER

Hours first, francs second

Each sheet leads with time saved — the headline figure. The CHF amount backs it up.

PAYBACK

One tag, three speeds

Each agent carries a payback tag, compared with the cost of an additional agent.

● **Fast** ● **Medium** ● **Long / one-off**

Meeting minutes

★ POPULAR

THE PROBLEM

After every meeting, writing the minutes by hand takes an hour.

WHAT THE AGENT DOES

From the transcript, structured minutes: decisions, actions, owners, deadlines.

IN PRACTICE

The meeting ends at 11:00, the minutes are in inboxes by 11:15.

~8 h

saved per month

~CHF 400 / month

valued at CHF 50/h

● MEDIUM Pays back in ~5 months

The “~” figures are estimates to be validated on your own case, not commitments.



DOMAIN 1 OF 6 • 5 AGENTS

Administration & Management

The heart of a leader's day-to-day — the inbox, the quotes, the meetings — *back under control.*

- Email triage & prioritisation ★ POPULAR △ FADP ~20 h / month
- Quotes & proposals ~6 h / month
- Meeting prep ~4 h / month
- Multilingual correspondence ~4 h / month
- Company memory ★ POPULAR ~5 h / month

Email triage & prioritisation

★ POPULAR

⚠ FADP / GDPR

THE PROBLEM	Your shared inbox (info@) is overflowing: dozens of messages a day, and the genuinely urgent ones get buried.
WHAT THE AGENT DOES	It sorts incoming messages, flags the urgent ones by priority and drafts a reply for each.
HOW IT FITS IN	It works from your existing email; the agent drafts, your team reviews and sends (access set up to match your licences at the diagnostic).
IN PRACTICE	Monday, 8 a.m.: the inbox is already sorted, urgent items at the top, replies ready to approve.

~20 h

saved per month

~CHF 1,000 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● FAST Pays back in ~2 months

Quotes & proposals

THE PROBLEM	Every quote starts from scratch: copying prices, reformatting — time lost before you even hit send.
WHAT THE AGENT DOES	It builds the quote from your price list and the incoming request, ready for review.
HOW IT FITS IN	It uses your rate card and templates; the agent drafts, you adjust and approve.
IN PRACTICE	A request comes in in the morning, the quote is ready to send before lunch.

~6 h

saved per month

~CHF 300 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● MEDIUM Pays back in ~6 months

Meeting prep

THE PROBLEM	Before every management meeting, someone is chasing the agenda, the documents and the follow-up on past decisions.
WHAT THE AGENT DOES	It drafts the agenda, pulls together the meeting pack and tracks decisions.
HOW IT FITS IN	It works from your existing minutes and documents; the agent prepares, you approve.
IN PRACTICE	The day before the meeting, the full pack is ready — previous decisions included.

~4 h

saved per month

~CHF 200 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● LONG Payback ~10 months

Multilingual correspondence

THE PROBLEM	Writing a clean reply in French, German or English takes time — and not everyone is comfortable in every language.
WHAT THE AGENT DOES	It drafts replies and standard letters in FR / DE / EN, in your company's tone of voice.
HOW IT FITS IN	It starts from your templates and tone; the agent drafts, you proofread before sending.
IN PRACTICE	A letter to send in German? The draft is ready in two minutes, waiting for your review.

~4 h

saved per month

~CHF 200 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● LONG Payback ~10 months

Company memory

★ POPULAR

THE PROBLEM

Information is scattered everywhere: finding a contract, a procedure or a client's history takes ten minutes every time.

WHAT THE AGENT DOES

It finds and summarises your internal documents (contracts, procedures, client history) on request.

HOW IT FITS IN

It works from your internal documents, wherever they're stored; you ask it questions in plain language.

IN PRACTICE

“What terms did we have with this client in 2023?” — a clear answer in seconds.

~5 h

saved per month

~CHF 250 / month

valued at CHF 50/h, below the fully loaded cost of an employee

• MEDIUM Pays back in ~8 months



DOMAIN 2 OF 6 • 5 AGENTS

Finance

Your accounting workflows made
faster and more reliable, from the
annotated P&L to payment reminders.

- Monthly P&L reporting ~6 h / month
- Payment reminders ★ POPULAR ~4 h / month
- Supplier invoices ★ POPULAR ~8 h / month
- Expense reports ~3 h / month
- VAT prep & closings ~4 h / quarter

Monthly P&L reporting

THE PROBLEM	Every month, the annotated P&L eats half a day: compiling exports and writing up the variances.
WHAT THE AGENT DOES	It compiles your accounting exports and produces an annotated P&L: variances vs budget, trends, alerts.
HOW IT FITS IN	It works from your accounting exports; the agent writes the commentary, you sign off on the figures.
IN PRACTICE	The exports land, and the annotated P&L is ready to present the next day.

~6 h

saved per month

~CHF 300 / month

valued at CHF 50/h, below the fully loaded cost of an employee

• MEDIUM Pays back in ~6 months

Payment reminders

★ POPULAR

THE PROBLEM	Unpaid invoices drag on, reminders slip through the cracks, and cash flow takes the hit.
WHAT THE AGENT DOES	It spots overdue invoices, drafts escalating reminders (first notice, then formal demand) and tracks follow-up.
HOW IT FITS IN	It works from your invoice tracking; the agent prepares the reminders, you approve before they go out.
IN PRACTICE	An invoice goes past due? The right reminder is ready, its tone matched to how late the payment is.

~4 h

saved per month + faster cash collection

~CHF 200 / month

valued at CHF 50/h, excluding cash-flow gains

• LONG Payback ~10 months

Supplier invoices

★ POPULAR

THE PROBLEM

PDF invoices arrive from all directions, and everything has to be re-keyed by hand before you can pay.

WHAT THE AGENT DOES

It extracts data from incoming invoices, categorises them and prepares the entries and payments.

HOW IT FITS IN

It starts from the invoices you receive and prepares entries for your accounts; the person in charge approves.

IN PRACTICE

At month-end, invoices are already extracted and categorised: all that's left is to check.

~8 h

saved per month

~CHF 400 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● MEDIUM Pays back in ~5 months

Expense reports

THE PROBLEM

Expense claims pile up, compliance checks are tedious and the monthly summary keeps slipping.

WHAT THE AGENT DOES

It checks compliance, categorises expenses and produces a monthly summary for each employee.

HOW IT FITS IN

It works from the receipts submitted; the agent checks and files, you approve the summary.

IN PRACTICE

At month-end, every employee's summary is ready, with discrepancies flagged.

~3 h

saved per month

~CHF 150 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● LONG Payback ~13 months

VAT prep & closings

THE PROBLEM

At every closing, the same checklist gets rebuilt from memory — with the risk of missing a check.

WHAT THE AGENT DOES

It runs through the closing checklist, performs consistency checks and prepares the VAT return.

HOW IT FITS IN

It works from your accounting data; the agent prepares, your fiduciary or accounting team signs off.

IN PRACTICE

At quarter-end, the checks are done and the return is ready for review.

~4 h

saved per quarter

~CHF 67 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● LONG Payback: closing pack



DOMAIN 3 OF 6 • 5 AGENTS

Project management

Your projects *tracked, documented and steered* — without giving up your evenings.

- Meeting minutes ★ POPULAR ~8 h / month
- Progress reports ★ POPULAR ~12 h / month
- Steering committee deck ~4 h / month
- Risk & action log ~3 h / month
- Scheduling ~4 h / month

Meeting minutes

★ POPULAR

THE PROBLEM

After every meeting, writing up the minutes by hand takes an hour — and often nobody gets round to it.

WHAT THE AGENT DOES

From the transcript, it produces structured minutes: decisions, actions, owners, deadlines — plus the follow-up email.

HOW IT FITS IN

It starts from the recording or meeting notes; the agent drafts, you review before sharing.

IN PRACTICE

The meeting ends at 11:00, the minutes are in everyone's inbox by 11:15.

~8 h

saved per month

~CHF 400 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● MEDIUM Pays back in ~5 months

Progress reports

★ POPULAR

THE PROBLEM

Compiling everyone's status for the weekly report means three hours of copy-paste every week.

WHAT THE AGENT DOES

It collects status updates, generates the weekly report and flags delays and blockers.

HOW IT FITS IN

It works from your existing project tracking; the agent drafts, the project manager approves.

IN PRACTICE

Friday noon: the weekly report is ready to share, delays highlighted.

~12 h

saved per month

~CHF 600 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● FAST Pays back in ~3 months

Steering committee deck

THE PROBLEM	Preparing the steering committee presentation means gathering scattered data and reformatting it all.
WHAT THE AGENT DOES	It assembles the steering committee presentation from your project data.
HOW IT FITS IN	It works from your project data and presentation template; the agent builds the deck, you finalise it.
IN PRACTICE	The day before the committee, the deck is ready — to polish, not to build.

~4 h

saved per month

~CHF 200 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● LONG Payback ~10 months

Risk & action log

THE PROBLEM	The risk log is never up to date, and actions stall because nobody chases them.
WHAT THE AGENT DOES	It keeps risks and actions up to date and automatically reminds owners before deadlines.
HOW IT FITS IN	It works from your existing log; the agent tracks and chases, you make the calls.
IN PRACTICE	Three days before the deadline, the owner gets a reminder: nothing slips through.

~3 h

saved per month + risks handled on time

~CHF 150 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● LONG Payback ~13 months

Scheduling

THE PROBLEM	Every time something changes, re-planning milestones and deadlines by hand wastes precious time.
WHAT THE AGENT DOES	It builds and updates schedules and milestones as changes come in.
HOW IT FITS IN	It starts from your existing schedule; the agent recalculates, you approve the new dates.
IN PRACTICE	A deliverable slips by a week? The schedule is readjusted and the knock-on effects flagged.

~4 h

saved per month

~CHF 200 / month

valued at CHF 50/h, below the fully loaded cost
of an employee

● LONG Payback ~10 months



DOMAIN 4 OF 6 · 5 AGENTS

Human resources

The employee lifecycle, *lightened*, from hiring to the annual review.

■ Recruitment (job ad + CV screening)	~6 h / hire
■ Work certificates	~2 h / certificate
■ Onboarding	~4 h / new hire
■ HR FAQ	~5 h / month
■ Annual reviews	~8 h / cycle

Recruitment (job ad + CV screening)

THE PROBLEM	Writing the job ad, then sorting through dozens of CVs, eats up hours for every hire.
WHAT THE AGENT DOES	It writes the job ad, shortlists applications against your criteria and prepares replies to candidates.
HOW IT FITS IN	It starts from your job description and criteria; the agent pre-screens, you decide who to meet.
IN PRACTICE	40 applications in, a reasoned shortlist ready the next day.

~6 h

saved per hire

~CHF 300 / hire

valued at CHF 50/h, below the fully loaded cost of an employee

● LONG Pays off from ~6 hires

Work certificates

THE PROBLEM	Writing a work certificate that follows Swiss conventions takes time and calls for precision.
WHAT THE AGENT DOES	It drafts certificates that follow Swiss conventions (coded wording, tone, completeness).
HOW IT FITS IN	It starts from the employee's details and your templates; the agent drafts, HR approves.
IN PRACTICE	Someone leaving? The certificate is ready to review in minutes.

~2 h

saved per certificate

~CHF 100 / certificate

valued at CHF 50/h, below the fully loaded cost of an employee

● LONG A strong case for Swiss SMEs

Onboarding

THE PROBLEM	With every new arrival, the welcome checklist, the emails and the first weeks' schedule get reinvented.
WHAT THE AGENT DOES	It prepares a tailored checklist, the documents, welcome emails and the schedule for the first weeks.
HOW IT FITS IN	It starts from your existing onboarding process; the agent prepares, HR personalises.
IN PRACTICE	A week before day one, the full welcome kit is ready.

~4 h

saved per new hire

~CHF 200 / new hire

valued at CHF 50/h, below the fully loaded cost of an employee

• LONG Depends on volume

HR FAQ

THE PROBLEM	Employees keep asking the same questions (holidays, pension, staff rules) and HR keeps repeating the answers.
WHAT THE AGENT DOES	It answers everyday questions by citing your internal documents (holidays, pension fund, insurance, staff rules).
HOW IT FITS IN	It works from your internal HR documents; employees ask it directly, HR keeps control of special cases.
IN PRACTICE	“How many days of holiday do I have left under our policy?” — an instant answer, with sources.

~5 h

saved per month

~CHF 250 / month

valued at CHF 50/h, below the fully loaded cost of an employee

• MEDIUM Pays back in ~8 months

Annual reviews

THE PROBLEM

Review season means preparing templates and summarising self-assessments for everyone.

WHAT THE AGENT DOES

It prepares the templates, summarises self-assessments and suggests development plans.

HOW IT FITS IN

It starts from your templates and the feedback collected; the agent summarises, managers approve.

IN PRACTICE

During review season, every manager gets a summary ready for the conversation.

~8 h

saved per review cycle

~CHF 400 / cycle

valued at CHF 50/h, below the fully loaded cost of an employee

• LONG Annual pack



DOMAIN 5 OF 6 • 5 AGENTS

Marketing & Communication

Your presence and content *kept up*, in
your brand's voice.

■ LinkedIn / social posts	~6 h / month
■ Newsletter	~4 h / month
■ Competitor & market watch	~4 h / month
■ Web content / SEO	~6 h / month
■ Sales collateral	~4 h / month

LinkedIn / social posts

THE PROBLEM	Posting regularly on LinkedIn takes time and inspiration nobody really has.
WHAT THE AGENT DOES	It turns a piece of news or expertise into posts in several formats, in your brand's voice.
HOW IT FITS IN	It starts from your news and editorial line; the agent suggests, you approve before publishing.
IN PRACTICE	A new project to showcase? Three post options are ready to choose from.

~6 h

saved per month

~CHF 300 / month

valued at CHF 50/h, below the fully loaded cost of an employee

• MEDIUM Pays back in ~6 months

Newsletter

THE PROBLEM	Every month, gathering content and putting the newsletter together is a chore you keep putting off.
WHAT THE AGENT DOES	It gathers the month's content, then writes and assembles the newsletter.
HOW IT FITS IN	It works from your content and newsletter template; the agent assembles, you approve the send.
IN PRACTICE	At month-end, the newsletter is built, ready to proofread and send.

~4 h

saved per month

~CHF 200 / month

valued at CHF 50/h, below the fully loaded cost of an employee

• LONG Payback ~10 months

Competitor & market watch

THE PROBLEM	Keeping track of competitors, prices and trends takes regular monitoring nobody keeps up with.
WHAT THE AGENT DOES	It produces a weekly digest: competitors, prices, trends, opportunities.
HOW IT FITS IN	It works from your monitoring sources; the agent summarises, you decide what to do with it.
IN PRACTICE	Every Monday, a clear digest of what moved in your market.

~4 h

saved per month

~CHF 200 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● LONG Payback ~10 months

Web content / SEO

THE PROBLEM	Feeding the website with optimised pages and articles always comes after everything else.
WHAT THE AGENT DOES	It writes optimised pages and articles based on your expertise.
HOW IT FITS IN	It starts from your content and keywords; the agent writes, you review before it goes live.
IN PRACTICE	An expert topic to publish? The optimised article is ready for review.

~6 h

saved per month

~CHF 300 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● MEDIUM Pays back in ~6 months

Sales collateral

THE PROBLEM	Turning your offers into on-brand one-pagers and presentations takes time with every request.
WHAT THE AGENT DOES	It turns your offers into on-brand one-pagers, presentations and emails.
HOW IT FITS IN	It starts from your offers and brand guidelines; the agent formats, you finalise.
IN PRACTICE	A new offer to present? On-brand collateral is ready in record time.

~4 h

saved per month

~CHF 200 / month

valued at CHF 50/h, below the fully loaded cost of an employee

● LONG Payback ~10 months



DOMAIN 6 OF 6 · 5 AGENTS

Legal

Your documents and compliance *under control*, backed by human judgement.

- Contract review ~4 h / contract
- Standard legal documents ~5 h / month
- Regulatory watch ~3 h / month
- FADP / GDPR compliance  ~2 h / month
- Case summaries  ~6 h / month

Contract review

THE PROBLEM	Reviewing an incoming contract for inconsistencies and risky clauses takes time and vigilance.
WHAT THE AGENT DOES	It analyses an incoming contract: inconsistencies, missing or risky clauses, deviations from your standards.
HOW IT FITS IN	It starts from the contract and your standards; the agent flags points of attention, a human decides.
IN PRACTICE	A 30-page contract? The risk points are surfaced and explained in minutes.

~4 h

saved per contract

~CHF 200 / contract

valued at CHF 50/h, below the fully loaded cost of an employee

• LONG Pays off from ~10 contracts

Standard legal documents

THE PROBLEM	Drafting NDAs, T&Cs or standard contracts from scratch ties up valuable time.
WHAT THE AGENT DOES	It generates NDAs, T&Cs and standard contracts from your approved templates.
HOW IT FITS IN	It starts from your approved templates; the agent drafts, a human always signs off.
IN PRACTICE	An NDA to send today? The document is ready to review in minutes.

~5 h

saved per month

~CHF 250 / month

valued at CHF 50/h, below the fully loaded cost of an employee

• MEDIUM Pays back in ~8 months

Regulatory watch

THE PROBLEM	Tracking legal changes in your sector — and what they mean in practice — is time-consuming.
WHAT THE AGENT DOES	It tracks legal developments in your sector and alerts you to their practical impact.
HOW IT FITS IN	It works from your regulatory sources; the agent alerts, you decide on actions.
IN PRACTICE	A new obligation comes into force? You get the alert and what it means for you.

~3 h

saved per month

~CHF 150 / month

valued at CHF 50/h, below the fully loaded cost of an employee

• LONG Payback ~13 months

FADP / GDPR compliance

△ FADP / GDPR

THE PROBLEM	Keeping the record of processing activities and checking practices against the new FADP — few teams have the time.
WHAT THE AGENT DOES	It helps maintain your record of processing activities and checks practices against the revised Swiss FADP.
HOW IT FITS IN	It works from your data processing activities; the agent prepares and alerts, a designated owner approves.
IN PRACTICE	A new data processing activity? It's added to the record and compliance points are flagged.

~2 h

saved per month

~CHF 100 / month

valued at CHF 50/h, excluding risk avoided

• LONG A compliance must-have

Case summaries

★ POPULAR

THE PROBLEM

Picking up a legal case means rereading dozens of documents and emails just to get your bearings.

WHAT THE AGENT DOES

It summarises the documents, correspondence and history of a legal or litigation case.

HOW IT FITS IN

It works from the case documents; the agent summarises, the lawyer keeps control of the analysis.

IN PRACTICE

A bulky case to take over? A clear summary is ready in minutes.

~6 h

saved per month

~CHF 300 / month

valued at CHF 50/h, below the fully loaded cost of an employee

• MEDIUM Pays back in ~6 months

— SET FROM DAY ONE

Compliance and guardrails, *in black and white.*

△ DATA & EMAIL — FADP / GDPR

Agents that handle email depend on your compliance

Email triage & prioritisation and any email processing are deployed **subject to FADP / GDPR compliance** of the client's licences: scoped at the diagnostic, never in a grey area.

- Licences and environment checked before any processing.
- The **FADP / GDPR compliance** agent helps maintain your record of processing activities.

LEGAL GUARDRAIL

These agents *assist* — they don't replace.

Legal-domain agents support legal work. They don't replace a lawyer's advice: **every output is reviewed by a human.**

- A human keeps the final decision and responsibility.
- A complement to your team, never a replacement.

+ MEDICAL PRACTICES

Health data: *enhanced compliance.*

Health data is sensitive data: dedicated scoping comes before any deployment.

- Enhanced compliance, verified before go-live.
- Scoping tailored to the context of a medical practice.

— TAKING IT FURTHER

Every agent, *tailored to* *your workflows.*

The catalogue is a starting point. What makes an agent truly work for you is calibrating it to your workflows during the engagement — where a generic tool stays theoretical.

SHALL WE TALK?

We measure your real case

From day 1 of scoping — on your numbers, not on averages.

Your team + agents

We add to your teams. We don't replace anyone.

You build the skills

The method stays with you, so you can build the next agents yourselves.

Shall we book your *scoping session*?

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