

## SERVICE OVERVIEW

# AI Agent Workflows.

AI workflows your team owns, inside the tools you already use.

Marketing and admin teams lose hours every week to work that follows a pattern: sorting inquiries, drafting the same replies, reformatting content, compiling reports. We build AI agent workflows that take on the repetitive parts inside the tools your team already uses — with your people approving what goes out. You own the result; we train your team and hand over the keys.

**WHO THIS IS FOR**

This is for teams that want the productivity of AI without outsourcing the work or adopting yet another platform — an admissions office buried in inquiries, a marketing team republishing the same content in three formats, a bilingual team translating everything by hand. If you would rather your own people get more from their day than hire around the problem, this is built for you. It works whether your team sits in Tokyo, overseas, or both.

## What's included.

**01****Free workflow audit**

We map where your team's hours actually go and shortlist the workflows worth automating — with an honest note on what isn't. Useful even if you stop there.

**02****Human-in-the-loop design**

Every workflow is designed around an approval point. The agent drafts, sorts, or compiles; your team reviews and sends. You decide what, if anything, runs fully automatic.

**03**

### **Built into your tools**

Workflows run inside the inbox, spreadsheet, chat, and CMS your team already works in. No new platform, no new logins to forget.

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### **Workflows built to order**

Inquiry triage with drafted replies for admissions or customer inboxes, content repurposing pipelines, translation workflows, social listening digests, reporting automation — or the pattern specific to your team.

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### **Training for your team**

A working session in English or Japanese, plus plain-language documentation, so the people using each workflow understand it and can adjust the everyday parts themselves.

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### **Full handover**

Accounts, prompts, and configuration in your name. You own what we build — keep us on retainer for tuning, or run it entirely in-house.

## **How we deliver.**

### **1 Audit**

A short, free look at where the repetitive hours are. We come back with a shortlist of workflow candidates and a fixed price for each.

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### **2 Design**

Together we define exactly what the agent handles, what your team approves, and what stays fully human. That becomes the spec we build against.

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### **3 Build and test**

We build inside your tools and test against real past examples — actual inquiries, actual content — until the output holds up.

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### **4 Pilot**

The workflow runs alongside your team for a set period. Every edit your people make shows us where to tune.

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## Train and hand over

Documentation, a training session, and a full transfer of accounts and configuration into your name. From here your team runs it — with or without us on retainer.

## Deliverables.

- Audit report with shortlisted workflows and fixed build quotes
- Working AI workflows inside your existing tools
- Approval checkpoints wired into every outbound step
- Plain-language documentation for each workflow
- Prompts and configuration files, owned by you
- Team training session in English or Japanese
- Handover checklist with full account access
- Monthly tuning and performance notes (retainer)

## What we measure.

Hours per week reclaimed on automated tasks, measured against the audit baseline

First-response time on triaged inquiries

Share of AI drafts approved with light or no edits

Turnaround time from source content to repurposed or translated versions

Volume handled per person on each automated workflow

Exceptions escalated to a human per week

## Pricing.

### **Builds from ¥200,000.**

Free workflow audit · Fixed-price builds from ¥200,000 · Automation retainer from ¥150,000/month

Guideline pricing. The final quote is tailored to scope after a short discovery conversation, handled over email. The audit is free and carries no obligation.

## How we start.

- 1 Discovery**  
A short email exchange (or call, if you prefer) to understand goals, audience and scope.
- 2 Proposal & quote**  
A tailored plan with a fixed quote — scope, timeline, deliverables and KPIs agreed up front.
- 3 Agreement**  
The contract is signed electronically through our secure e-sign portal. No printing, no fax.
- 4 Kickoff & portal access**  
You get access to your OJI client portal — tasks, progress, files, notes and deadlines, all in one place.
- 5 Delivery & reporting**  
Work ships on the agreed rhythm, with transparent updates and plain-language reports against the KPIs we set.

## **Common questions.**

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### **Do we need developers or new software on our side?**

No. Workflows are built into the tools your team already uses — email, spreadsheets, chat, your CMS — and designed so a non-technical team can run them day to day. Where a connecting service is needed, we set it up in your accounts and document it plainly.

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### **Will AI be replying to our customers on its own?**

Only if you decide it should. By default the agent drafts and your team approves — nothing reaches a customer or applicant without a human okay. Some teams later automate the routine cases; that is your call, made after you have seen the quality for yourself.

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### **What happens after handover — do we need the retainer?**

No. You own everything we build, and the documentation covers day-to-day adjustments. The retainer is for teams that want ongoing tuning, new workflows added over time, and someone watching when the underlying AI models change — useful, but optional.

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## Let's talk.

Email is fastest — tell us your goals and we'll reply within one business day.

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