

LegalDocBuilder.com

Create legal documents with confidence.

User Guide

Complete guide to builders, templates,
educational resources, and platform features

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1. Welcome

Welcome to LegalDocBuilder.com — a self-service **document-generation platform and educational resource** designed for individuals, families, freelancers, landlords, and small businesses.

What the platform does:

- Generates everyday legal documents from professionally drafted templates.
- Walks you through plain-English, guided questions for each builder.
- Exports clean PDF and DOCX files that are ready to print, share, or e-sign.
- Provides educational content explaining what each document type is for.

Who it is for:

- Individuals handling personal or family paperwork.
- Freelancers and independent contractors who need agreements and invoices.
- Landlords managing residential or short-term rental arrangements.
- Startups and small businesses building their legal operations stack.

Our mission:

Make routine legal documents understandable, accessible, and well-formatted — while remaining transparent that LegalDocBuilder.com is not a law firm and does not provide legal advice.

2. Important Legal Notice

Important — Please read before using the platform

LegalDocBuilder.com is **not a law firm**.

LegalDocBuilder.com **does not provide legal advice**.

Use of the platform **does not create an attorney-client relationship**.

All content, templates, and educational resources are provided for **general informational and educational purposes only**.

For specific legal questions or important matters, consult a **qualified attorney licensed in your jurisdiction**.

If at any time you are unsure whether a template is appropriate for your situation, stop and consult a licensed attorney. Templates are starting points — not legal advice.

3. Getting Started

Homepage overview

The homepage highlights featured document builders, the platform's privacy posture, and a Frequently Asked Questions section. Use it as a launchpad to the Documents, Resources, Trust, and Pricing areas.

Primary navigation

- **Operations** — workflows for ongoing legal-operations work.
- **Portals** — client portal experiences.
- **Compliance** — compliance calendar and tracking.
- **LLC Pack / Demand Letter / Templates** — high-priority document flows.
- **Learn & Resources** — educational hubs (general information only).
- **Pricing** — plan details and what is included.
- **User Guide** — this document (HTML version at /user-guide).

Trust Center (/trust)

Central directory of trust and compliance pages: Privacy Policy, Terms of Service, Disclaimer, Cookie Policy, Affiliate Disclosure, Advertising Disclosure, About, and Contact.

Education Center (/resources)

Curated educational articles covering document types, process steps, business formation overviews, and personal planning topics. All articles are general information only.

4. Document Builders

How a builder works

- **Pick a document** from the Documents page or homepage tiles.
- **Answer guided questions** in plain English. Helpful tips appear inline.
- **Review the live preview** as the template fills in.
- **Customize optional clauses** when offered (e.g., late-fee policy, jurisdiction).
- **Export** as PDF or DOCX. Signature blocks and dates are included.

Example walkthrough — Mutual NDA

Choose *Mutual NDA*, enter party names and effective date, confirm the purpose and confidentiality period, then export. The PDF includes signature lines with embedded AcroForm fields so you can sign or route via your preferred e-sign tool.

Example walkthrough — Residential Lease

Choose *Residential Lease*, enter landlord/tenant details, premises, rent, term, deposit, and selected addenda. The builder formats everything cleanly and produces both PDF and DOCX versions.

5. Document Categories

LegalDocBuilder.com organizes templates into practical categories so you can find the right starting point quickly.

- **Personal & family** — bills of sale, simple authorizations, personal records.
- **Business & LLC** — operating agreements, partnership agreements, formation packs.
- **Freelance & contractor** — independent-contractor agreements, service agreements, scopes of work.
- **Landlord & tenant** — residential and short-term lease agreements, notices.
- **Startup essentials** — NDAs, founder agreements, basic commercial contracts.
- **Administrative** — demand letters, cease-and-desist letters, general notices.
- **Planning & records** — document retention guides, personal records organization.

6. Educational Resource Center

The Education Center (/resources) is the platform's general-information library. It complements the document builders by explaining what common documents are for, what process steps typically apply, and what to consider before signing.

What you will find

- **Document education** — overviews of NDAs, leases, bills of sale, promissory notes, powers of attorney.
- **Process education** — when to consult an attorney; witness and notarization basics; state-specific considerations.
- **Business education** — LLC operating agreements, partnership agreements, contractor and service agreement basics.
- **Personal planning** — estate-planning overviews, medical directive basics, guardianship documentation, records retention.

How to use educational content responsibly

- Treat every article as **general information**, not legal advice.
- Do not apply articles directly to your specific situation without checking applicable law.
- Consult a licensed attorney whenever stakes, dollar amounts, or complexity warrant it.

7. Trust Center

The Trust Center at /trust is the central hub for transparency, compliance, and platform-policy documents.

- **Privacy Policy** — what data is collected and how it is handled.
- **Terms of Service** — rules of use, limits of liability, and acceptable use.
- **Disclaimer** — the platform's non-legal-advice positioning.
- **Cookie Policy** — cookies and tracking technologies.
- **Affiliate Disclosure** — when affiliate links are used.
- **Advertising Disclosure** — how advertising is handled (e.g., AdSense).
- **About & Contact** — who we are and how to reach us.

Editorial standards

Educational content is written in plain English, reviewed for clarity, and labeled as general information. We do not publish content that purports to provide case-specific legal advice or that suggests an attorney-client relationship.

8. Saving, Editing & Exporting

Drafts

Drafts are saved on your device automatically. Signed-in users can sync drafts to their account from the Account > Drafts page.

Editing

Re-open any draft to change inputs. The live preview updates immediately. You can re-export at any time.

Exports

- **PDF** — print-ready, with signature blocks and AcroForm fields.
- **DOCX** — fully editable in Word, Google Docs, and compatible editors.
- **Print preview** — view the formatted document before exporting.

Account features

- Account dashboard with drafts, billing, reminders, and saved documents.
- Optional sync between devices when signed in.
- Email-based password reset.

9. Frequently Asked Questions

What is LegalDocBuilder.com?

LegalDocBuilder.com is a self-service document-generation platform and educational resource. It helps users create everyday legal documents from professionally drafted templates and learn about common document types.

Is LegalDocBuilder.com a law firm?

No. LegalDocBuilder.com is not a law firm and does not provide legal advice, legal representation, or attorney services.

Does using LegalDocBuilder.com create an attorney-client relationship?

No. Using the platform, downloading a document, or reading any educational resource does not create an attorney-client relationship of any kind.

Are generated documents legally valid?

Templates are structured to follow common conventions. Validity depends on accurate inputs, proper execution (signatures, witnesses, notarization when applicable), and the laws of your jurisdiction. Consult an attorney for important matters.

How do I start a document?

Open the Documents page, choose a template, and follow the guided questions. Answers populate the template in real time.

Can I save my progress?

Yes. Drafts are saved automatically on your device. Signed-in users can also sync drafts to their account.

In what formats can I export documents?

Most builders produce both PDF and DOCX exports. PDFs include signature blocks and AcroForm fields suitable for common e-sign tools.

Can I edit a document after exporting?

Yes. Return to your draft, change the inputs, and re-export. The DOCX file can also be edited in Microsoft Word, Google Docs, or compatible editors.

Are there hidden fees?

Pricing is shown on the Pricing page. There is no automatic subscription enrollment, and free templates remain free.

Can I use a template for multiple agreements?

Yes. You can reuse any template by starting a new draft or duplicating an existing one.

Are documents state-specific?

Many templates accept the state as an input and adjust common provisions accordingly. Even so, you are responsible for confirming that the final document meets the requirements of your jurisdiction.

Can I customize a template's language?

DOCX exports can be edited freely after download. Within builders you can customize many fields, optional clauses, and party details.

Where do educational resources live?

In the Education Center at /resources. Topics include document overviews, process guides, and best-practice articles.

Do educational resources provide legal advice?

No. Educational resources are general information only. They do not provide legal advice and do not address the specifics of your situation.

How should I decide when to consult an attorney?

Whenever a matter involves significant money, disputes, regulated activity, real property of meaningful value, or anything you do not fully understand, talk to a licensed attorney.

Is my data private?

Drafts are saved locally on your device by default. Synced data is processed under the Privacy Policy. We do not sell personal data.

Are documents encrypted?

Data is transmitted over modern encrypted connections (TLS) and stored using industry-standard practices.

Can I delete my account and data?

Yes. Contact support@legaldocbuilder.com to request deletion of account data.

Do you support e-signature?

Exported PDFs include signature blocks and AcroForm signature fields compatible with common e-sign providers.

Can businesses use the platform?

Yes. Templates and workflows support sole proprietors, freelancers, LLCs, and small businesses.

Do you offer attorney referrals?

The Legal Support page links to general information about working with attorneys. LegalDocBuilder.com does not endorse or guarantee any specific attorney.

How do I report a problem with a template?

Email support@legaldocbuilder.com with the template name and a description of the issue.

Are updates to templates free?

Yes. Template improvements are included for users with appropriate access at no extra cost.

Can I import an existing document?

Drafts created in the platform can be imported across sessions. Importing arbitrary external documents for editing is not currently supported.

Does the platform store completed documents?

Completed exports are downloaded to your device. Optional cloud storage of drafts is governed by the Privacy Policy.

Can I share a draft with a collaborator?

Sharing options vary by document and by account features available on your plan. Many users coordinate by exporting a PDF and circulating it externally.

Is content suitable for use outside the United States?

Templates are drafted primarily for U.S. use. Local laws differ; consult a qualified professional in your jurisdiction before relying on a document outside the U.S.

How are guides kept accurate?

Educational guides are reviewed periodically. They remain general information only and are not a substitute for personalized legal advice.

Where is the Trust Center?

At /trust. It links to the Privacy Policy, Terms of Service, Disclaimer, Cookie Policy, Affiliate Disclosure, Advertising Disclosure, About, and Contact pages.

How do I contact support?

Email support@legaldocbuilder.com. Response times are typically one to two business days.

What payment methods are supported?

Major credit and debit cards through our payment processor. See the Pricing page for current details.

Are refunds available?

Refund eligibility is described in the Terms of Service. Contact support to discuss your specific situation.

10. Best Practices

- **Read the full document before signing.** Templates fill in fields, but you are responsible for what you sign.
- **Use accurate information.** Legal names, addresses, dates, and dollar amounts matter.
- **Follow execution requirements.** Some documents require witnesses or notarization to be effective.
- **Keep clean copies.** Retain signed PDFs and supporting records in a safe, backed-up location.
- **Know when to call an attorney.** Significant value, disputes, regulated activity, or anything you do not understand.
- **Review periodically.** Agreements that govern ongoing relationships should be revisited as circumstances change.
- **Stay organized.** Use the Document Retention Best Practices guide in the Education Center.

11. Legal Disclaimer

Legal Disclaimer

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Templates and educational content are provided for **general informational and educational purposes only**.

Generated documents may not be appropriate for every situation, jurisdiction, or transaction.

Users are **solely responsible** for ensuring documents are accurate, complete, and properly executed.

For specific legal questions, please consult a **qualified attorney licensed in your jurisdiction**.

12. Privacy & Security

- Drafts are saved on your device by default; cloud sync is opt-in.
- Data in transit is protected by modern TLS encryption.
- We do not sell personal data or share document contents with advertisers.
- Access to account data is restricted to authorized systems and personnel.
- Account deletion is available on request via support.

For full details, review the Privacy Policy and Cookie Policy in the Trust Center.

13. Contact & Support

We are happy to help with questions about how the platform works, billing, template suggestions, or accessibility.

Support email

support@legaldocbuilder.com

Online

- Trust Center: legaldocbuilder.com/trust
- Education Center: legaldocbuilder.com/resources
- User Guide (online): legaldocbuilder.com/user-guide

Thank you for using LegalDocBuilder.com. Remember: this guide and the platform are educational tools — not a substitute for advice from a qualified attorney.