

LEGAL HEALTH CHECK WORKSHEET

INSTRUCTIONS

This worksheet is designed to provide a structured approach to reviewing your business's legal and compliance needs each quarter. Regularly assessing these areas will help you stay proactive, identify potential risks, and ensure your business is protected and positioned for growth. Set aside time each quarter to go through each section carefully. This will help you focus on critical areas and give you insights into where you may need further action or consultation. For each category, answer the questions honestly, and use the prompts to note specific steps to address any gaps or updates needed.

HOW TO USE THIS WORKSHEET:

- **Set a Quarterly Date for Completion::** Schedule a recurring date each quarter to complete this worksheet. Completing it at the start of each quarter is often best, as it allows you to address any immediate needs and plan for upcoming projects.
- **Gather Relevant Documents:** To get the most out of this worksheet, gather essential documents beforehand. This may include contracts, financial statements, employee agreements, compliance certificates, insurance policies, and recent regulatory updates. Having these documents accessible will allow you to answer questions accurately and note any areas that need attention.
- **Assess Each Section Thoroughly:** Go through each category carefully and thoughtfully. Each section focuses on a specific area critical to your business's health and growth, from contracts and compliance to intellectual property and cybersecurity. Take time to assess whether updates or further actions are necessary, and use the prompts to jot down specific tasks or reminders.
- **Identify Actionable Steps:** For each category, use the provided prompts to note specific action items. For example, if contracts need renewal or employee policies require updating, list these in the space provided. These actionable steps will help you create a clear roadmap for addressing any issues.

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- **Prioritize High-Risk Areas:** Some areas may require more immediate attention than others, especially if they involve compliance or legal risks. Prioritize these high-risk items first, and if necessary, consider consulting a legal professional to ensure proper resolution. This worksheet will help you identify where immediate intervention may be required.
- **Plan for Consultation as Needed:** After completing the worksheet, if you find certain areas that require further guidance—such as complex contract issues or new compliance requirements—consider scheduling a consultation. This worksheet can serve as a reference when discussing your needs with a legal or business consultant, allowing you to make the most of your time and address specific concerns efficiently.
- **Record and Track Your Progress Each Quarter:** Use the worksheet each quarter as a record of your progress and ongoing legal health. By keeping a completed version for each quarter, you can track improvements, recurring issues, and successfully resolved items over time. This documentation can be invaluable as your business grows, helping you maintain continuity and address legal and compliance needs proactively.
- **Summary and Review:** At the end of the worksheet, review your notes in the Summary of Key Actions for This Quarter section. These are the primary tasks or updates you'll need to address over the coming months. Keeping these summarized helps ensure that nothing falls through the cracks.
- **Additional Notes & Next Steps:** Use this section to record any other observations or actions that may not fall into the predefined categories. This could include reminders to check specific regulations, insights on recent trends affecting your industry, or any upcoming deadlines.

Remember: Regularly completing this worksheet each quarter will help you stay ahead of potential issues, improve your business's legal and operational health, and empower you to make informed decisions for sustainable growth. Whether you address these items independently or consult with a legal professional, this worksheet will serve as an essential guide to protect and strengthen your business.



BUSINESS STRUCTURE & REGISTRATION

- Current Business Structure (e.g., LLC, S-Corp, C-Corp): _____
- Is your business registration up to date with your state and local authorities?
☐ Yes ☐ No ☐ Not Sure
- Have there been any changes in ownership, structure, or name that need official updating?
☐ Yes ☐ No
If yes, describe the steps needed: _____
- Is your business adequately covered with the necessary liability insurance?
☐ Yes ☐ No ☐ Needs Review
List any insurance adjustments needed: _____



CONTRACTS & AGREEMENTS

- Are there written contracts in place for all clients, vendors, and contractors?
☐ Yes ☐ No ☐ In Progress
- Are any contracts due for renewal, termination, or renegotiation this quarter?
☐ Yes ☐ No
List specific contracts to review and update: _____
- Do your contracts include appropriate clauses (e.g., indemnity, confidentiality, termination)?
☐ Yes ☐ No ☐ Needs Review
- Are there any unresolved contract disputes or unpaid invoices?
☐ Yes ☐ No
If yes, outline follow-up steps required: _____



INTELLECTUAL PROPERTY

- Have you protected essential assets (e.g., trademarks, copyrights, patents) as needed?
☐ Yes ☐ No ☐ In Process
- Is there any new content, logo, or product name requiring IP protection?
☐ Yes ☐ No
If yes, list assets and next steps to secure IP: _____



INTELLECTUAL PROPERTY

- Do you need to update or create confidentiality, non-compete, or IP assignment agreements for employees or contractors?
☐ Yes ☐ No
- Have you reviewed existing IP protections to ensure they are up to date?
☐ Yes ☐ No



COMPLIANCE & REGULATORY

- Are all industry-required licenses, permits, and certifications up to date?
☐ Yes ☐ No ☐ Not Sure
List permits/licenses to review and update, if needed: _____
- Are there any new laws, regulations, or standards impacting your industry?
☐ Yes ☐ No ☐ Not Sure
If yes, outline compliance steps required: _____
- Have you had any compliance issues or inspections this quarter?
☐ Yes ☐ No
If yes, describe the follow-up actions needed: _____



EMPLOYMENT & LABOR LAW

- Are employee agreements, policies, and handbooks up to date and aligned with current laws?
☐ Yes ☐ No ☐ Needs Review
- Have you updated your employee handbook in the past 12 months?
☐ Yes ☐ No
- Are you in compliance with wage, hour, and leave laws for your state?
☐ Yes ☐ No ☐ Unsure
- Do you have non-discrimination and anti-harassment policies in place?
☐ Yes ☐ No
- Are you offering required training sessions (e.g., sexual harassment prevention) to employees?
☐ Yes ☐ No
- List any training or updates needed this quarter: _____



FINANCIAL & TAX PREPARATION

- Have you reviewed financial statements (e.g., balance sheet, income statement) for accuracy?
☐ Yes ☐ No
- Are business expenses and tax deductions accurately documented?
☐ Yes ☐ No
- Have you made quarterly estimated tax payments, if required?
☐ Yes ☐ No ☐ Not Applicable
- Is your accounting software or system up to date and securely backed up?
☐ Yes ☐ No
- Are there any outstanding bills, loans, or tax obligations?
☐ Yes ☐ No
- List action items related to financial obligations: _____



DATA PRIVACY & CYBERSECURITY

- Have you reviewed your data privacy policy to ensure compliance with relevant laws (e.g., GDPR, CCPA)?
☐ Yes ☐ No ☐ Needs Review
- Are there measures in place to protect sensitive business and client data (e.g., encryption, secure access)?
☐ Yes ☐ No
- Do you conduct regular cybersecurity training or briefings for your team?
☐ Yes ☐ No
- Have there been any data breaches or cybersecurity incidents this quarter?
☐ Yes ☐ No
- If yes, outline action steps taken or needed: _____

SUMMARY OF KEY ACTIONS FOR THIS QUARTER

SUMMARIZE YOUR FINDINGS HERE FOR EASY REFERENCE:

- Business Structure & Registration: _____

- Contracts & Agreements: _____

- Intellectual Property: _____

- Compliance & Regulatory: _____

- Employment & HR Compliance: _____

- Financials & Taxes: _____

- Data Privacy & Cybersecurity: _____

LEGAL INSIGHT+ STRATEGY & INNOVATION = SUCCESS

STRATEGIC GROWTH & INNOVATION FOR STARTUPS

Led by Brandon L. Ford, a Strategic Growth & Innovation Advisor with over 15 years of experience across the beauty, wellness, and consumer product sectors, Langston Blake is committed to empowering startups to scale, innovate, and make a lasting impact. With Brandon's blend of strategic vision, legal expertise, and market-driven innovation, Langston Blake equips startups with the insights, strategies, and support they need to succeed in today's competitive landscape.



WHY CHOOSE LANGSTON BLAKE?

- ✓ **Strategy, Legal Expertise, and Innovation in One Package.** At Langston Blake, we offer a unique blend of strategic insight, legal expertise, and innovative thinking to help startups navigate complex challenges. Brandon combines a deep understanding of business growth and risk management with the creativity needed to drive innovation, ensuring your startup is positioned for sustainable success.
- ✓ **Transparent, Predictable Pricing.** We believe in straightforward partnerships—no hidden fees or surprises. Our transparent pricing model allows you to allocate resources confidently, focusing on what matters most: growth and innovation.
- ✓ **Committed to Your Success.** We're here to be your dedicated partner in growth, offering responsive communication with a commitment to respond within one business day. Your success is our mission, and we're ready to support you every step of the way with practical, actionable solutions.

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