

## GO LEGAL YOURSELF GROWTH ESSENTIALS INSTRUCTIONS

Note that these documents are intended only for US companies incorporating in California.

Go Legal Yourself Growth Essentials Package contains:

1. Employee Handbook
2. Employee Application Form
3. Employee Agreement
4. Invention Assignment Agreement
5. Nondisclosure Agreement
6. Director Agreement
7. Shareholder Agreement
8. Board of Director Resolution Authorizing Stock
9. Shareholder Resolution Authorizing Stock
10. Capital Raising Business Plan Template
11. Trademark Logo Assistance – Half Hour
12. Three-hours Legal strategy session

### Description and Instructions:

1. **Employee Handbook**

An Employee Handbook is a book given to employees that covers information about the company culture, policies, procedures, working conditions, and behavioral expectations.

2. **Employee Application Form**

An Employee Application Form is a legally defensible listing of the job applicant's employment history, educational background, degrees, qualifications, references, and more.

3. **Employee Agreement**

An Employee Agreement is a signed contract between the employee and the employer. It establishes both the rights and the responsibilities of the two parties, the worker and the company.

4. **Invention Assignment Agreement**

An Invention Assignment Agreement is an agreement between your company and your employees, which requires that anything created, or improved upon, on behalf of the company will be exclusively owned by the company.

5. **Nondisclosure Agreement**

A Nondisclosure Agreement is a legal contract between two or more parties that signifies a confidential relationship exists between the parties involved. The confidential relationship often refers to information that is to be shared between the parties but should not be made available to the general public.

6. **Director Agreement**

A Director Agreement is a crucial document whereby it sets out various rights and obligations that arise as a result of appointing a director.

7. **Shareholder Agreement**

A Shareholder Agreement is a contract amongst the shareholders of a company, describing how the company shall be operated, along with the shareholder's rights and obligations.

8. **Board of Director Resolution Authorizing Stock**

A Board of Director Resolution Authorizing Stock is used to facilitate and document decisions that allow for the issuance of stock to the shareholders.

9. **Shareholder Resolution Authorizing Stock**

A Shareholder Resolution Authorizing Stock is used to facilitate and document decisions that allow for the issuance of stock to the shareholders.

10. **Capital Raising Business Plan**

If you are trying to raise capital to expand your business or purchase an asset, then you better have a written business plan. An effective business plan is a document that conveys the growth potential and objectives of your company. It should be viewed as a marketing or promotional piece that can successfully sell your business model to providers of capital. A Capital Raising Business Plan is required for attracting venture capital or private money.

11. **Trademark Logo Assistance – Half Hour**

A company logo is among the most valuable assets a business possesses. A logo helps customers recognize and identify the company and distinguish it from competitors.

12. **Three Hour Legal Strategy Session**

You will receive three hours of confidential legal consultation with an attorney regarding your business.