

SaaS Legal Docs Launch Checklist

Action Checklist — ClearLegalTips.com (2026)

Get your Terms of Service and Privacy Policy live and enforceable before launch.

Step 1 — Draft

- ☐ Filled in company, product, billing, and governing-law fields
- ☐ Described your actual data practices honestly
- ☐ Listed your real processors (Stripe, analytics, email tool)

Step 2 — Publish

- ☐ Posted Terms of Service at a clear URL
- ☐ Posted Privacy Policy at a clear URL
- ☐ Linked both in the website footer

Step 3 — Get Consent

- ☐ Added an "I agree" checkbox at signup (clickwrap)
- ☐ Referenced billing/refund terms at checkout
- ☐ Added a cookie consent banner (if using analytics/ads)

Step 4 — Compliance

- ☐ Added Privacy Policy URL to App Store / Google Play listings
- ☐ Set up a way to handle access/deletion requests
- ☐ Kept a DPA template ready for enterprise/EU customers

INSTRUCTIONS FOR USE

Update both documents whenever you add a new data tool or payment processor. This template is provided for informational purposes only and does not constitute legal advice. Laws vary by state and change over time. Have an attorney review your completed document before relying on it. ClearLegalTips.com is not a law firm.