AI Legal and Compliance Prompt Pack

Every prompt from tonight, full length. Change only the words in [BRACKETS].

Three rules before you open the AI

1. AI is a starting point, not a lawyer. It gets you to the lawyer faster.
2. Never paste a real customer's private details, Social Security numbers, bank information, or health details. Use made-up names.
3. If you do not know a fact, write “Need input.” AI will invent laws, fees, and dates. Check every number and date on the official website.

Demo 1: Build your customer agreement

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I run [BUSINESS NAME], a [WHAT YOU DO] business in [CITY, STATE].



Write a short customer agreement in plain English. Keep it as short as it can
be and still be clear. Answer these six questions:

1. Who are we?

2. What exactly am I doing, and what am I not doing?

3. How much, and when do you pay me? My price is [PRICE]. My deposit is
[DEPOSIT], due [WHEN]. The rest is due [WHEN].

4. When? What happens if the dates move?

5. What if something goes wrong?

6. How do we end it? (We talk first, then a mediator.)



If the customer cancels: [YOUR CANCELLATION RULE].



Use [CUSTOMER NAME] instead of a real name. Short sentences. Signature lines
for both of us. If you do not know something, write "Need input." Do not add a
late fee, a penalty, or a limit on what I owe unless I give it to you. Do not
make up laws, fees, or dates. At the end, list three questions I should ask a
lawyer before I use this.
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Demo 1 follow-up: Make it explain itself

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Now explain this agreement to me as if I were the customer, in one short
paragraph, so I can read it to them on the phone.



Then tell me the two places a customer is most likely to misunderstand, and
rewrite those lines to be clearer.
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Demo 2: Get ready for your insurance agent

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I run [BUSINESS NAME], a [WHAT YOU DO] business in [CITY, STATE]. [WHERE YOU
WORK: in customers' homes / at events / from my home / online]. [WHO HELPS
YOU: just me / I pay one helper]. [HOW YOU GET THERE: I drive my own car to
jobs / customers come to me].



I am meeting with a licensed insurance agent this week. Give me:

1. A plain-English description of my business I can read to the agent in 30
seconds.

2. The 10 questions I should ask the agent, in order, so I understand what is
covered, what is not covered, and what it costs.

3. The 5 most important kinds of coverage to ask about for my business, with
one line on why.



Do not tell me prices. Do not tell me what the law requires me to buy. Write
"Ask the agent" where it depends on my state or my policy. Keep it to one
page.
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Bonus: List your dates (use with My Compliance Calendar)

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I own [BUSINESS TYPE] in [CITY, STATE].



Before you write anything, ask me, one at a time: my state and county, LLC or
sole proprietor and the month I formed it, whether I pay helpers, any
licenses, my insurance renewal month, and whether I am in SAM.gov.



Then list what I must renew or file in the next 12 months. For every date,
give the exact official source and who it applies to. If you cannot verify it,
write "Need input" and do not present it as a confirmed deadline.
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Demo 3: Is government work a fit for your business?

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I run [BUSINESS NAME], a [WHAT YOU DO] business in [CITY/COUNTY, STATE]. I am
not registered with any government buyer yet.



In plain English:

1. Give me 2 or 3 NAICS codes to check at census.gov for what I do.

2. Tell me who buys this kind of work near me: my county, my state, and the
federal government. Start with the county.

3. List the certifications I could look into, with the official website for
each. Do not tell me whether I qualify.

4. Give me my first three steps, in order, with the official website for each.



If you are not sure, write "Need input." Do not make up fees, dates, or rules.
Keep it to one page.
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Clause explainer (any contract someone hands you)

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Here is one clause from an agreement someone asked me to sign: [PASTE ONE
CLAUSE. REMOVE ALL NAMES, ADDRESSES, ACCOUNT NUMBERS, MONEY DETAILS, HEALTH OR
IDENTITY INFORMATION, AND ANYTHING CONFIDENTIAL].



Explain in plain English what it means for me, what could go wrong, and three
questions I should ask a lawyer before I sign. Do not tell me whether it is
enforceable.
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This handout is general education for the VEC class, not legal, tax, or insurance advice. Rules change and vary by state, county, and business. Check the official source and ask a licensed professional before you act.