



Placeholder Quick Reference Card

Print or save this for each client project!

Client Information Template



PROJECT: _____

DATE: _____

COMPANY_NAME: _____

COMPANY_LEGAL_NAME: _____

SHORT_NAME: _____

WEBSITE_URL: _____

EFFECTIVE_DATE: _____

PRIVACY_EMAIL: _____

LEGAL_EMAIL: _____

GENERAL_EMAIL: _____

JURISDICTION: _____

Example: Acme Bakery



COMPANY_NAME: Acme Bakery
COMPANY_LEGAL_NAME: Acme Bakery LLC
SHORT_NAME: Acme
WEBSITE_URL: www.acmebakery.com
EFFECTIVE_DATE: January 1, 2025

PRIVACY_EMAIL: privacy@acmebakery.com
LEGAL_EMAIL: legal@acmebakery.com
GENERAL_EMAIL: hello@acmebakery.com

JURISDICTION: State of Georgia, USA

One-Line Replace Commands

Copy and customize for each client:



bash

Replace values below, then run all commands

COMPANY="Acme Bakery"

LEGAL_NAME="Acme Bakery LLC"

SHORT="Acme"

WEBSITE="www.acmebakery.com"

DATE="January 1, 2025"

PRIVACY_EMAIL="privacy@acmebakery.com"

LEGAL_EMAIL="legal@acmebakery.com"

GENERAL_EMAIL="hello@acmebakery.com"

JURISDICTION="State of Georgia, USA"

Run these

FILES="src/components/PrivacyPolicy.tsx src/components/TermsAndConditions.tsx"

sed -i "s/[COMPANY_NAME]/\$COMPANY/g" \$FILES

sed -i "s/[COMPANY_LEGAL_NAME]/\$LEGAL_NAME/g" \$FILES

sed -i "s/[SHORT_NAME]/\$SHORT/g" \$FILES

sed -i "s/[WEBSITE_URL]/\$WEBSITE/g" \$FILES

sed -i "s/[EFFECTIVE_DATE]/\$DATE/g" \$FILES

sed -i "s/[PRIVACY_EMAIL]/\$PRIVACY_EMAIL/g" \$FILES

sed -i "s/[LEGAL_EMAIL]/\$LEGAL_EMAIL/g" \$FILES

sed -i "s/[GENERAL_EMAIL]/\$GENERAL_EMAIL/g" \$FILES

sed -i "s/[JURISDICTION]/\$JURISDICTION/g" \$FILES

Common Jurisdictions

Location	Jurisdiction Format
Georgia	State of Georgia, USA
California	State of California, USA
New York	State of New York, USA
Texas	State of Texas, USA
Florida	State of Florida, USA
UK	England and Wales
Canada (ON)	Province of Ontario, Canada

Email Naming Conventions

Standard Pattern:

- Privacy: `privacy@domain.com`
- Legal: `legal@domain.com`
- General: `hello@domain.com` or `info@domain.com`

Alternative (all go to same inbox):

- Use main contact email for all three
- Example: `contact@domain.com`

Verification Checklist

After replacing placeholders:



- [] No [BRACKETS] remain in files
- [] All emails work (send test emails)
- [] Company name spelling correct
- [] Website URL correct (with or without https://)
- [] Date format consistent
- [] Jurisdiction matches business location
- [] Tested both /privacy and /terms pages

Quick Test Commands



bash

```
# Search for any remaining placeholders  
grep -r "[.*\]" src/components/PrivacyPolicy.tsx src/components/TermsAndConditions.tsx  
  
# If output is empty = success!  
# If output shows placeholders = still need to replace  
  
# Test locally  
pnpm run dev  
  
# Build test  
pnpm run build
```

Save this card for every client project!