

# Detailed Guide to LLC Management Templates and Resources

## Introduction

Managing a Limited Liability Company (LLC) involves various administrative tasks such as drafting the Articles of Organization, creating Operating Agreements, and handling other legal documentation. These documents are crucial for defining the structure, roles, and operations of an LLC. Below is a detailed guide on where to find templates and resources that can assist in managing these tasks effectively.

### Articles of Organization Templates:

Articles of Organization are fundamental for legally registering an LLC with state authorities. They outline critical details about the business, such as its name, purpose, and the management structure. Here are some resources for obtaining these templates:

**Signaturely** offers a template that helps you define your LLC's management structure, member liabilities, and includes secure e-signatures. This template guides you through each step to ensure all critical details are covered.

- [Signaturely Articles of Organization Template](#)

The screenshot displays the Signaturely website interface. At the top, there is a navigation bar with the Signaturely logo and links for 'How it works', 'Pricing', 'For teams', 'Contract templates', 'Login', and a 'Try for Free' button. The main content area is titled 'LLC Articles of Organization Template'. Below the title, there is a sub-header: 'The journey of starting an LLC can be thrilling but can also seem like a maze of legal paperwork. One such crucial document is the Articles of Organization.' This is followed by a paragraph: 'This guide simplifies the process, packing a handy LLC Articles of Organization template from Signaturely.' At the bottom of this section are two buttons: 'Download Doc' and 'Download PDF'. To the right of the text is a preview of the template document, which includes sections for 'BOARD MEETINGS', 'LIABILITY', 'AMENDMENTS', 'GOVERNANCE', 'DISPUTE RESOLUTION', and 'ENTIRE AGREEMENT'.

**PandaDoc** provides a customizable template that includes sections for the company's purpose, registered agent, and liability clauses, among other essential details.

- [PandaDoc Articles of Organization Template](#)

PandaDoc® > Templates > Employment > Articles of Organization Template

# Articles of organization template

Single-member LLCs (LLCs without any members) don't require an EIN.

Remember that each state has its own LLC requirements, but at the minimum, you'll need to include your registered agent, LLC's name, and a signature.

Articles of Organization for [Witness.Company]

I [Organizer.FirstName] [Organizer.LastName], the undersigned, being a natural person of full age, sound mind, and body, hereby agree to form an LLC company under and pursuant to the provisions of the laws of [Witness.State] and further agree that the content discussed in the following articles of organization are correct.

If you voluntarily sign when you aren't capable (for example, under the influence of drugs or alcohol), you are still liable to your contractual obligations.

e-Sign with PandaDoc

## Articles of Organization Template

Used 5,324 times

AI assistant included

Use this template — free

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Your rating will help others.

☆☆☆☆☆

### Operating Agreement Templates:

An Operating Agreement is crucial for detailing the operational rules of an LLC, ownership percentages, and the profit distribution plan. It serves as an internal manual for managing the LLC. Here are key sources for these templates:

1. **eForms** offers both single-member and multi-member LLC operating agreement templates, detailing the tax classifications, decision-making processes, meetings, voting rights, and dispute resolution methods.
  - o [eForms LLC Operating Agreement Templates](#)

Sign In

eForms®

Business Personal Real Estate

Home > LLC Operating Agreement

## LLC Operating Agreement

An LLC operating agreement is a legal document between the owners (members) of a company that governs its decisions, rules, and ownership. A copy should be kept by each member. It is not filed with a government authority.

Create Document PDF Word ODT

Updated July 16, 2024

★★★★★ 4.7 Stars | 2,910 Ratings | Downloads: 46,356

**LIMITED LIABILITY COMPANY OPERATING AGREEMENT OF \_\_\_\_\_, LLC**

**1. Company Details**  
This Limited Liability Company Operating Agreement ("Agreement") entered into on \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, a natural person, and \_\_\_\_\_, a natural person, for the purpose of forming a limited liability company ("LLC") under the laws of the State of \_\_\_\_\_.

**2. Single Member LLC**  
The undersigned, \_\_\_\_\_, hereby agree to form an LLC company under and pursuant to the provisions of the laws of the State of \_\_\_\_\_ and further agree that the content discussed in the following articles of organization are correct.

**3. Multi-Member LLC**  
The undersigned, \_\_\_\_\_, hereby agree to form an LLC company under and pursuant to the provisions of the laws of the State of \_\_\_\_\_ and further agree that the content discussed in the following articles of organization are correct.

**4. Member 1**  
Name: \_\_\_\_\_ with percentage of \_\_\_\_\_% of the Company and a mailing address of \_\_\_\_\_.

**5. Member 2**  
Name: \_\_\_\_\_ with percentage of \_\_\_\_\_% of the Company and a mailing address of \_\_\_\_\_.

**6. Member 3**  
Name: \_\_\_\_\_ with percentage of \_\_\_\_\_% of the Company and a mailing address of \_\_\_\_\_.

**7. Member 4**  
Name: \_\_\_\_\_ with percentage of \_\_\_\_\_% of the Company and a mailing address of \_\_\_\_\_.

**(Members)**  
The undersigned (the Members) do hereby agree to form a limited liability company under the laws of the State of \_\_\_\_\_ and further agree that the content discussed in the following articles of organization are correct.

**By State**

<a href="#">Alabama</a>	<a href="#">Alaska</a>	<a href="#">Arizona</a>	<a href="#">Arkansas</a>
<a href="#">California</a>	<a href="#">Colorado</a>	<a href="#">Connecticut</a>	<a href="#">Delaware</a>
<a href="#">Florida</a>	<a href="#">Georgia</a>	<a href="#">Hawaii</a>	<a href="#">Idaho</a>
<a href="#">Illinois</a>	<a href="#">Indiana</a>	<a href="#">Iowa</a>	<a href="#">Kansas</a>
<a href="#">Kentucky</a>	<a href="#">Louisiana</a>	<a href="#">Maine</a>	<a href="#">Maryland</a>
<a href="#">Massachusetts</a>	<a href="#">Michigan</a>	<a href="#">Minnesota</a>	<a href="#">Mississippi</a>
<a href="#">Missouri</a>	<a href="#">Montana</a>	<a href="#">Nebraska</a>	<a href="#">Nevada</a>
<a href="#">New Hampshire</a>	<a href="#">New Jersey</a>	<a href="#">New Mexico</a>	<a href="#">New York</a>
<a href="#">North Carolina</a>	<a href="#">North Dakota</a>	<a href="#">Ohio</a>	<a href="#">Oklahoma</a>
<a href="#">Oregon</a>	<a href="#">Pennsylvania</a>	<a href="#">Rhode Island</a>	<a href="#">South Carolina</a>

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- Sample
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- Sources

- 2. **LegalTemplates** provides a free template that helps you outline the LLC's operational procedures, ownership details, and provides options for how profits and losses are shared among members.
  - o [LegalTemplates LLC Operating Agreement](#)

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LegalTemplates > Business > LLC Operating Agreement

# LLC Operating Agreement Template

Use our LLC operating agreement template to identify your business as a limited liability company and establish how it will operate.

Florida ▼ Create Document

Updated November 22, 2024  
Written by [Josh Sainsbury](#) | Reviewed by [Brooke Davis](#)

An **LLC operating agreement** is a critical legal document that explains how a limited liability company will conduct its operations. It establishes rules for running the business, including decision-making protocols, member responsibilities, and profit distribution.

## By State

LLC OPERATING AGREEMENT

Use our LLC operating agreement template to identify your business as a limited liability company and establish how it will operate.

Florida ▼ Create Document

4.7 ★★★★★ 129 Ratings  
1,696 Downloads

- 3. **How to Start an LLC** offers a template that emphasizes the importance of defining the business operations, financial distributions, and plans for future changes to help adapt smoothly to potential business shifts.
  - o [How to Start an LLC Operating Agreement Template](#)

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Business Management | Operating Agreements


# How to Draft an LLC Operating Agreement

Most states don't require LLC operating agreements, but it's smart to create one to ensure your business is well administered and protected from risk.

Learn more about operating agreements

Start Now

Excellent ★★★★★ Trustpilot




by **Chloe Packard**  
Chloe is a San Diego-based writer with over a decade of writing and editing experience. She has partner...  
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Legally reviewed by **Allison DeSantis, J.D.**  
Allison is the Director of Product Counsel at LegalZoom, advising and providing leadership to internal tea...  
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Hi! How can we help you today?

These resources are designed to provide a strong foundation for managing your LLC, ensuring legal compliance, and clarifying operational roles within your business. For additional customization or more specific requirements, you might consider consulting with a legal professional to tailor these documents to your particular needs.