

Everything you need to draft and review legal work in Lex

Structured first drafts, rule-based checks, agreement packs and compliance drafts, with a link to each screen.

START HERE

Your Lex dashboard

gixo.ai/dashboard/lex

Create an agreement pack

gixo.ai/legal/create

Review a contract you have

gixo.ai/legal/import

Plans and your trial

gixo.ai/products/legal#plans

What Lex is

Lex is a workspace for legal drafting and compliance work. You give it the facts — the document type, the parties, the jurisdiction, the terms that matter and any reference material — and it prepares a structured first draft. Every draft then runs through a set of rule-based checks that use no AI: which clauses are present or missing, whether defined terms and cross-references hold together, and what still stands between the draft and signature.

Around each document, Lex keeps the rest of the work in one place. **Agreement packs** turn an agreement and its family into a matrix of terms, a register of parties and signatories, and a list of obligations with owners and dates. **Review playbooks** hold your preferred positions and fallbacks. The **matter office** gathers sources, findings and work products for a client question. And **compliance drafts** cover checklists, evidence trackers, working papers and registers.

WHAT LEX IS NOT

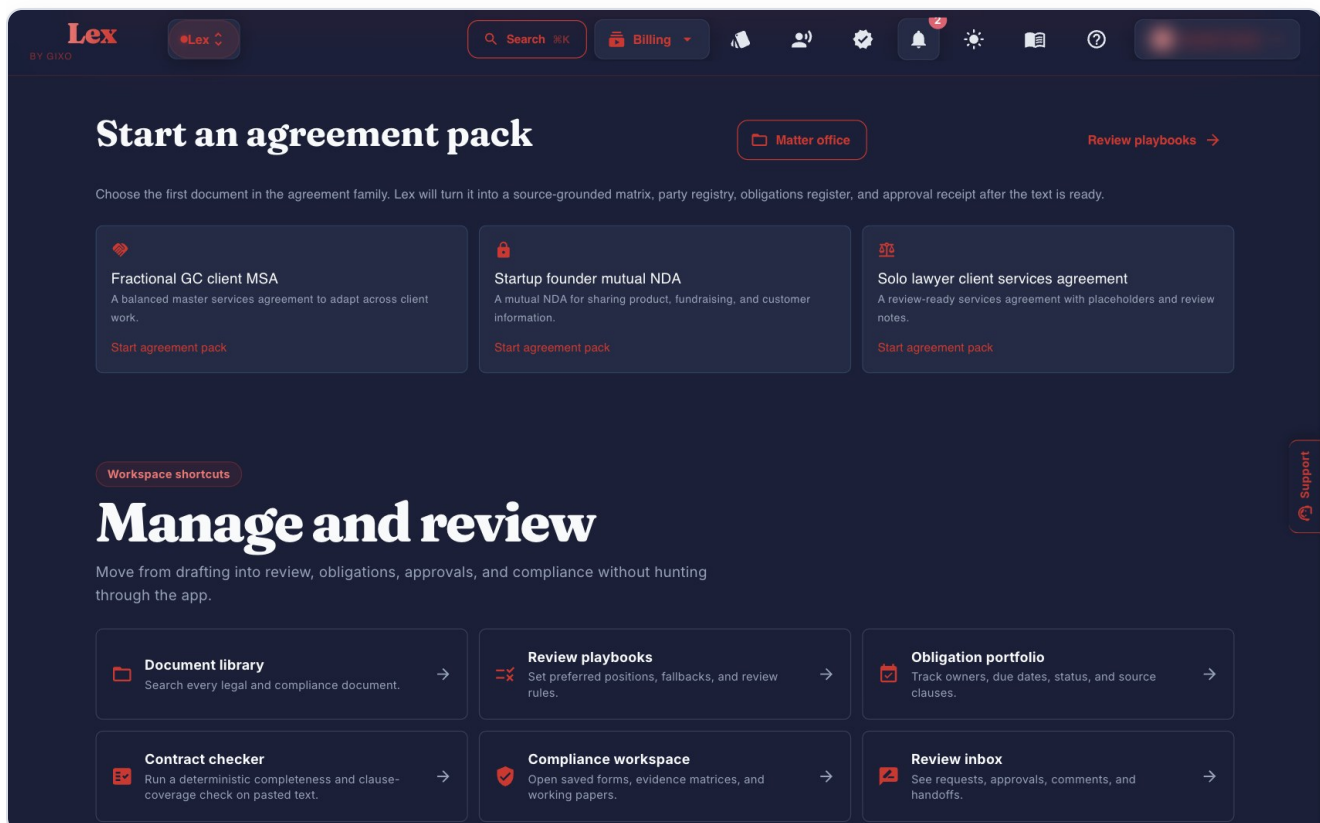
Lex shows this line on every legal and compliance document: “Gixo helps prepare regulated work. It does not provide legal advice, certify compliance, or replace professional review.” Jurisdiction and governing law steer how a draft is written, but they are taken from what you type and aren't checked against any statute. Plan on a qualified reviewer reading every draft before anyone relies on it.

Your Lex dashboard

The dashboard is where every Lex job starts. The **New agreement pack** button at the top opens five starting points, and the page below it is organised into three parts.

[Open your Lex dashboard](#) gixo.ai/dashboard/lex →

PART OF THE PAGE	WHAT IT GIVES YOU
New agreement pack	Legal: <i>Create an Agreement Pack, Import an Agreement Pack, Review Playbooks.</i> Compliance: <i>Make a Compliance Draft, Open Saved Compliance Work.</i>
Start an agreement pack	Three presets — <i>Fractional GC client MSA, Startup founder mutual NDA</i> and <i>Solo lawyer client services agreement</i> . Each fills in the document type, title and drafting instructions with an example for you to correct. Nothing is drafted until you submit the form.
Manage and review	Shortcuts to the document library, review playbooks, your obligation portfolio, the contract checker, compliance work and your review inbox.
Continue working	Your library of legal and compliance documents, with search and filters for product, contract kind, lifecycle stage, open findings and date. A card opens the document in the Lex Workspace.



The Lex dashboard: agreement-pack starting points and the workspace shortcuts. gixo.ai/dashboard/lex

Drafting a document

One form drafts either a single document or the first document of an agreement pack. It needs a document type, a title and at least one drafting detail. Everything else you add makes the draft better.

Create an Agreement Pack gixo.ai/legal/create →

1 Start from a common Lex opening (optional)

Pick one of the three presets. It fills in the type, title and instructions, and it never overwrites anything you've already typed.

2 Document Type

There are 23 cards in seven categories: 22 named document types plus *Custom Legal Document*. If you're unsure, describe the transaction and click **Suggest instrument** for up to three matches. The matches come from keyword routing rather than AI, so confirm the instrument yourself.

3 Document Title

Required.

4 Parties to the Agreement

Name, role, entity type and address for each party, plus registration number and authorised representative for organisations. You can add up to 10 parties.

5 Jurisdiction & Dates

Jurisdiction and governing law are free text. Then set the effective date, the term and — for the document types that use one — a confidentiality period. **Drafting posture** sets the balance: *Standard, Explicitly mutual, Favor Party A, Favor Party B* or *Lightweight / plain-language*.

6 Clause facts

Lex asks for just the facts the chosen type's clauses use. If required facts are missing, you can still go ahead: tick *Generate an incomplete first draft, mark these facts for review, and do not invent values*.

7 Important Terms & Instructions

Free-text instructions. This field shapes the draft more than any other.

8 Reference Documents (optional)

Up to five files (PDF, DOCX, DOC, TXT, MD or HTML) plus pasted excerpts. Lex uses them as style and precedent references, not as legal authority. Together they share a 40,000-word budget, and longer material is trimmed evenly.

9 Create first pack document

The button reads *Generate Document* outside pack mode. Drafting uses plan capacity.

Lex starts drafting in the background and opens the workspace, which shows *Generating legal draft* until the text arrives. You can leave the page while you wait; no time estimate is shown. In pack mode, Lex moves you to the agreement pack once the draft is ready.

NAME EVERY PARTY THAT HAS A ROLE

Choosing a document type fills in roles for the first two parties. Lex won't draft if a party row has a role but no legal name, and all you see is a generic *Generation Failed* message. Fill in both names, or remove the second row.

The screenshot shows the Lex legal drafting interface. At the top, there's a navigation bar with the Lex logo, a search bar, and various icons. The main section is titled 'Document Type' with a 'Required' tag. Below this, there's a selection area for 'Non-Disclosure Agreement' with a description 'Protect confidential information shared between parties' and a 'Change type' button. The 'Document Title' is 'Startup Mutual NDA - First Draft'. Below the title, there's a section for 'For the strongest Non-Disclosure Agreement, tell the model:' with a list of instructions: 'Legal names of both parties', 'Governing law and jurisdiction', 'Effective date', and 'Confidentiality survival period'. At the bottom, there's a section for 'Parties to the Agreement' with '2 parties' and a 'Drafting detail' button.

The drafting form with the startup NDA preset applied. gixo.ai/legal/create

Reviewing a contract you already have

Bring in an existing agreement, keep its text as it is, and run the same checks as a Lex draft. Choose the contract type first so Lex knows which standard clauses to look for.

Review a Contract gixo.ai/legal/import →

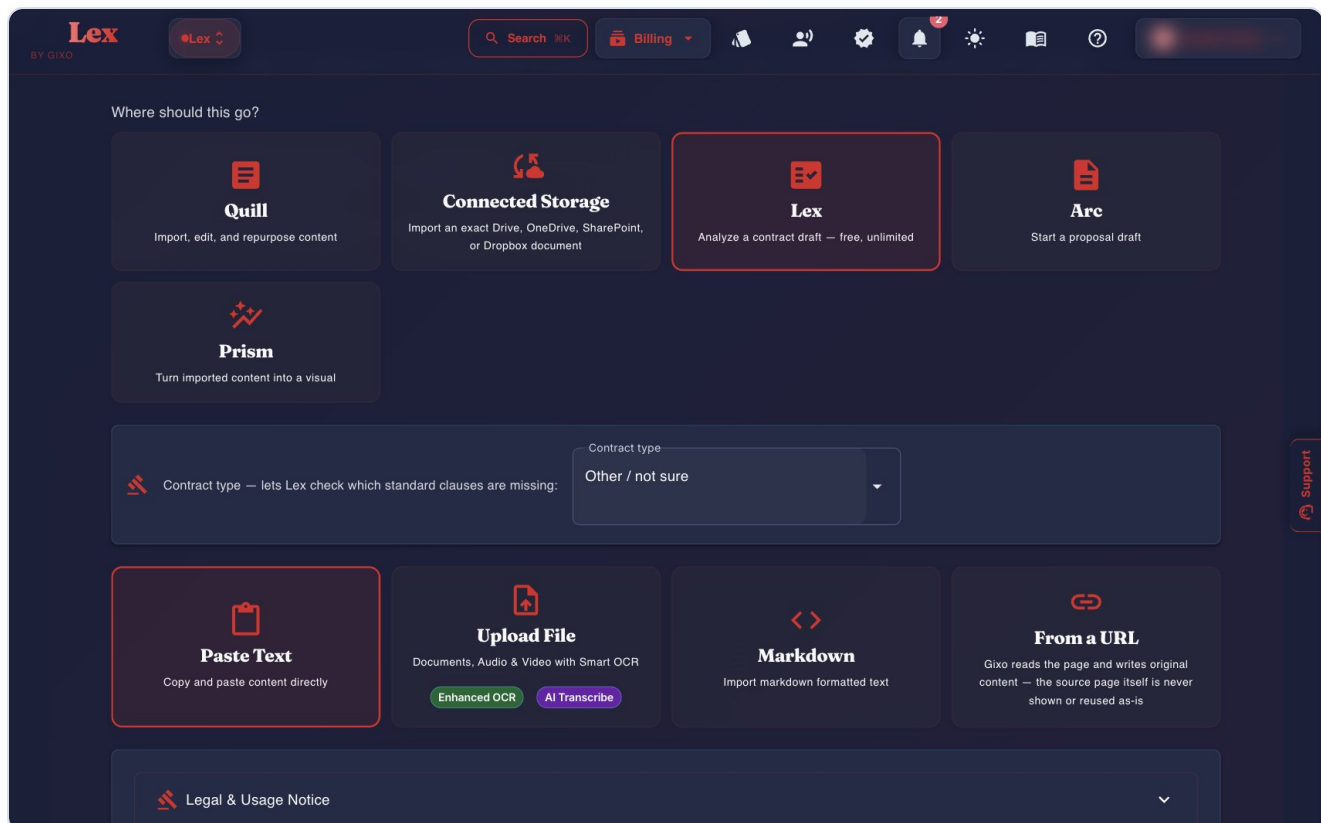
METHOD	HOW IT WORKS
Paste Text	Plain text, HTML or Markdown. <i>Smart formatting</i> rebuilds headings and lists without using AI.

METHOD	HOW IT WORKS
Upload File	One file at a time, including Word, PDF, spreadsheets, slides, text and images. Large documents keep processing in the background. Word and Excel files are read directly. The page notes that PDF, image, legacy DOC, audio and video files go through cloud processing, which needs an active Lex plan. When you import a DOCX, Lex keeps the original so you can later export in its formatting.
Markdown	Write or paste Markdown with a live preview.
Connected Storage	Import a document directly from Drive, OneDrive, SharePoint or Dropbox once you've connected the account.

After the import finishes you land in the Lex Workspace with the checks already run. Importing and checking don't draft anything, so neither uses drafting capacity.

TWO THINGS TO KNOW

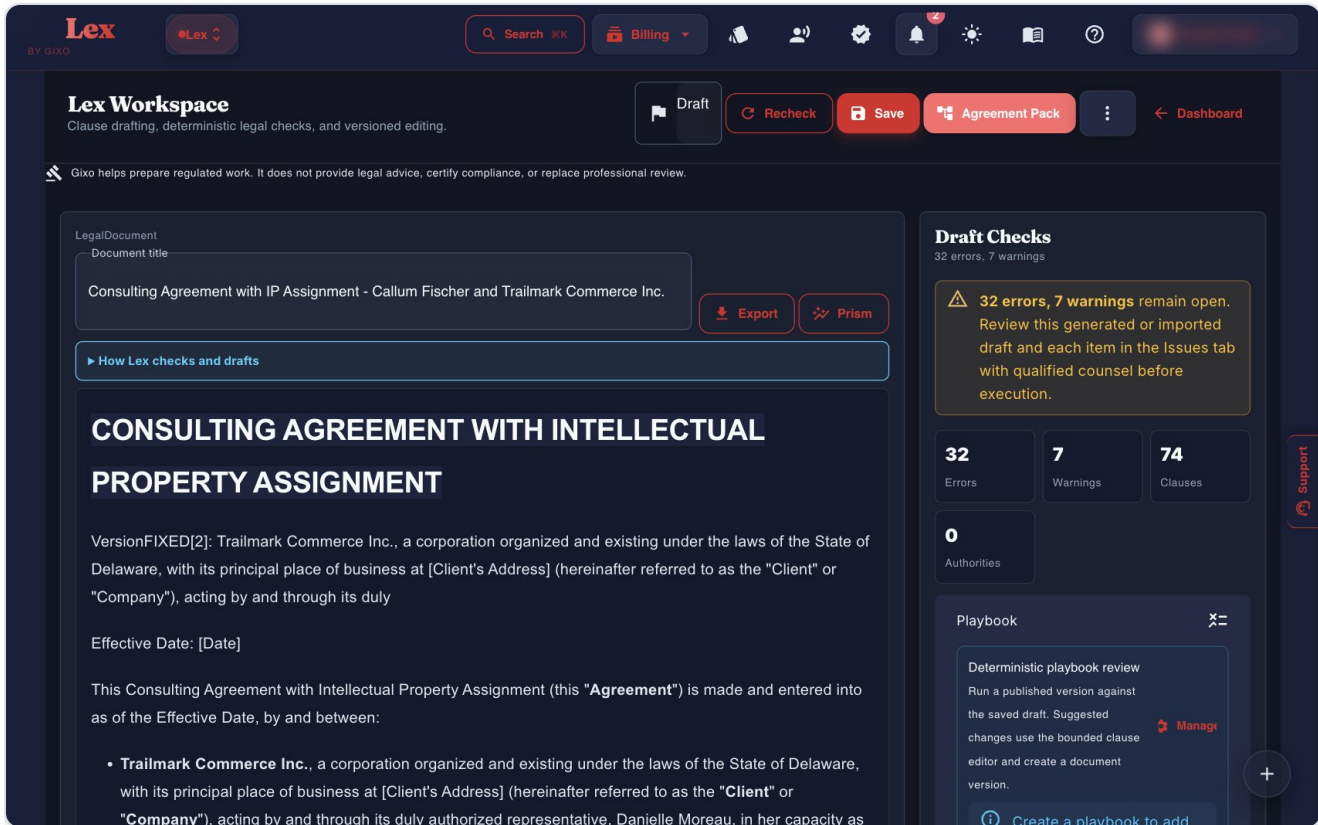
If you import in agreement-pack mode, you land in the workspace, not the pack: click **Agreement Pack**, then **Create Agreement Pack**. And a document with no contract type has no Clause Edit or Ask Lex until you confirm a type with **Use this contract type**, which leaves the text unchanged.



Review a Contract: pick the contract type, then paste, upload or import from connected storage. gixo.ai/legal/import

The Lex Workspace

Every legal and compliance document opens here: the editor in the middle, **Draft Checks** on the right, and a header with the save state, lifecycle stage, **Recheck**, **Save**, **Agreement Pack** and a **:** menu. The editor toolbar covers formatting, tables, lists, comments and blocks. Click **+** or type **/** to insert a clause structure block.



The Lex Workspace: the draft beside its checks.

Draft Checks

The checks run each time the document loads and after **Save** or **Recheck**. They use no AI and don't draw on plan capacity.

PANEL	WHAT IT TELLS YOU
Playbook	Runs one of your review playbooks against the draft.
Precedent	Compares which clauses are present with your own approved documents of the same contract type.
Clauses	Every clause heading Lex detected, each marked <i>Catalog</i> or <i>Unrecognized</i> . The mark says where a clause came from, not whether it's legally sound.

PANEL	WHAT IT TELLS YOU
Coverage	The mandatory and recommended clauses for the contract type, each shown as present, present only in body text, or missing. A missing mandatory clause is an error; a missing recommended one is a warning.
Terms	Defined terms that are used inconsistently or never defined.
Cross-refs	References to a section or schedule that doesn't match a heading in the document.
Conflicts	Clause pairs that don't belong together, such as binding arbitration alongside exclusive court jurisdiction. Advisory only.
Authorities	Legal authorities attached to the draft, shown for relevance. Usually empty.
Comments	Review, assign, resolve and reply to comments on the document.
Negotiation	A ledger of positions and turns, each tied to a document version.
Obligations	Who has committed to what, and by when, found from operative wording such as “shall” and “must”.
Execution	Named parties, effective date, governing law, signature blocks and open placeholders such as TBD.
Issues	Every finding in one worklist, where you record decisions.

Deciding on findings

In **Issues**, filter by severity, review state or category, then record a decision for each finding: *Open*, *Accept risk*, *False positive* or *Resolved*. *Accept risk* and *False positive* need a written rationale. After you edit, click **Save** or **Recheck** first, because decisions can't be saved while the analysis is out of date.

Editing clauses, and Ask Lex

Clause Edit is for legal documents with a contract type. Pick a clause and an operation — insert after, insert before, replace or remove — then write the text. **Validate** runs the rules check without changing anything; **Apply** makes the change.

Ask Lex writes proposed wording for a clause from your instruction, marking missing facts as [●] rather than inventing them. It never edits the document on its own. Stage the proposal, validate it, then apply it. Ask Lex needs a plan that includes drafting.

Saving, versions and approval

- Autosave runs about two seconds after you stop typing, and no later than about fifteen seconds after your first unsaved change. `Ctrl/Cmd+S` saves straight away, and the browser warns you before you leave with unsaved changes.
- Versions** (in the **:** menu) lists earlier saved versions so you can restore one.

- The lifecycle stages *Draft*, *In review* and *Superseded* are labels only and don't lock anything. Choosing *Approved* records an approval receipt for that exact saved version. Before you can approve, every finding needs a decision and every finding's review thread must be resolved. Any later edit invalidates the receipt.
- The **:** menu also holds *Tracked-change DOCX*, *Original-format DOCX* (for documents imported from Word), *Share*, *Copy link* and *Delete*.

Agreement packs

An agreement pack turns a document and the agreements around it into records you can work from. Open it from the workspace with **Agreement Pack**. If the document doesn't have a pack yet, **Create Agreement Pack** builds one. Every value Lex extracts starts as a proposal until someone confirms it.

SECTION	WHAT YOU DO THERE
Agreement family	Link amendments, statements of work, data processing agreements, SLAs, schedules, purchase orders and side letters, each with a precedence order.
Agreement matrix	Fifteen fields per document, including parties, term, renewal, notice window, payment terms, liability cap, governing law and signature requirements. Mark each value confirmed, disputed or not applicable.
Parties & authority	Canonical legal names, registration details and authorised signatories.
Obligations	An extracted commitment becomes a tracked obligation once it has an owner, a trigger, due logic, a beneficiary and evidence.
Lifecycle	Dated events, a calendar download (.ics), and a record of where the signed copy lives, tied to the approved version.
Execution readiness	Approval blockers and warnings, then an approval receipt for the exact version that was reviewed.

REMINDERS START AT EXECUTION

Once you record execution on a pack, Lex reminds obligation owners of their due dates in the app and by email. Until then, dates are planning data.

Lex BY GIXO

Search Billing

Agreement family Agreement matrix Parties & authority Obligations Lifecycle Execution readiness

Agreement Matrix
Fifteen canonical fields per document. Every populated value is proposed until a lawyer confirms, disputes, or marks it not applicable.

A source refresh preserves a decision only when its exact evidence fingerprint and document version still match. Changed evidence becomes **Stale** automatically.

Consulting Agreement with IP Assignment - Callum Fischer and Trailmark Commerce Inc.
Primary Agreement · document v2 0/15 confirmed

Document role	Parties	Effective date	Term
Verified value Primary Agreement Disposition Proposed Lock Review note Source: document v2 "Primary Agreement" Structured intake or deterministic extraction 93886958581d4d... Save disposition	Verified value Trailmark Commerce Inc.; Callum Fischer Disposition Proposed Lock Review note Source: document v2 "Trailmark Commerce Inc.; Callum Fischer" Structured intake or deterministic extraction 73425c341a0c5d... Save disposition	Verified value Disposition Proposed Lock Review note No source evidence extracted. Confirm only after inspecting the document. Save disposition	Verified value Disposition Proposed Lock Review note No source evidence extracted. Confirm only after inspecting the document. Save disposition

Support

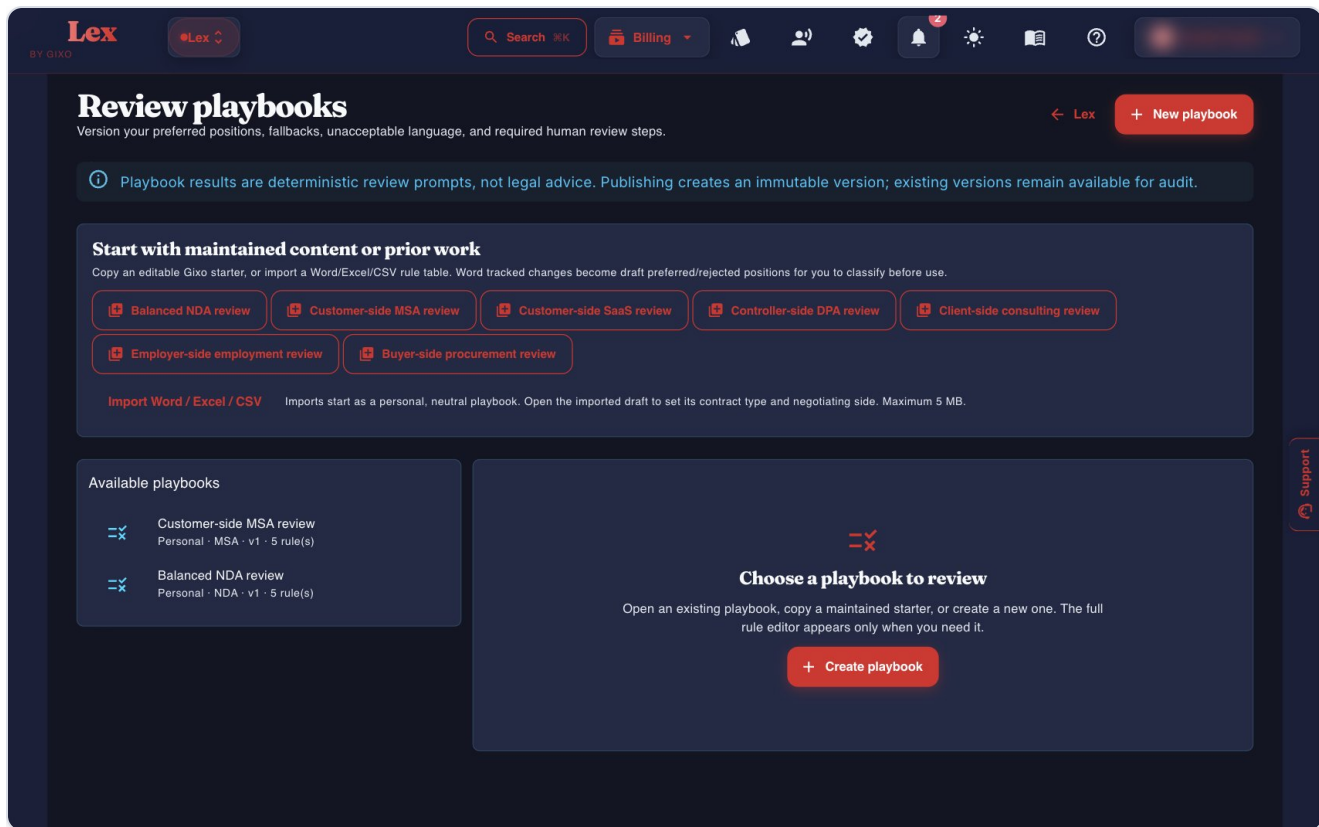
An agreement pack: each extracted value stays proposed until someone confirms it.

Review playbooks

A playbook records how you negotiate a contract type: preferred positions, fallbacks, language you won't accept, and steps that need a human. Publishing creates a new version, and every earlier version stays available.

Review playbooks gixo.ai/legal/playbooks →

- **Start from a maintained starter.** There are seven: Balanced NDA review, Customer-side MSA review, Customer-side SaaS review, Controller-side DPA review, Client-side consulting review, Employer-side employment review and Buyer-side procurement review. Clicking one makes an editable copy for you. The starters are general commercial starting points, not jurisdiction-specific positions.
- **Or import your own.** *Import Word / Excel / CSV* takes files up to 5 MB. Tracked changes in a Word file become draft preferred and rejected positions for you to classify.
- **Write the rules.** Each rule is a required clause, a forbidden phrase, preferred language or a human review step, with a severity, fallback language and guidance for the reviewer.
- **Use it.** In the workspace, open **Playbook** in Draft Checks, choose the playbook and click **Run**. A finding can apply a bounded edit, which saves as a new document version. The list shows playbooks for the document's contract type, plus any set to Custom.



Review playbooks: starters, imports and versioned rules. gixo.ai/legal/playbooks

The matter office

A matter brings together the documents, facts, findings and work products for one client question. Matters are personal to you, and sources are checked against your current permissions each time you open them.

Matter office gixo.ai/legal/matters →

- **Library** — up to 200 documents per matter, including PDF, Word, spreadsheets, slides and images. Originals are kept intact, and you can arrange documents by issue, party and document family.
- **Research** — search across the matter's sources for a question or phrase.
- **Evidence and Chronology** — findings with their quotations and source versions, plus conflicts between dates.
- **Facts, Tasks and Decisions** — shared facts, workflow tasks, and decisions with their rationale.
- **Work products** — fifteen profiles, from engagement letters and advice notes to diligence reports and board minutes. **Prepare draft** uses plan capacity and needs findings saved against the current source versions. A *reviewed delivery bundle* packages up to ten lawyer-reviewed versions as a ZIP of Word files, printable HTML, source-linked text and an integrity manifest.

Obligations and your review inbox

- **My obligation portfolio** shows the obligations you track across documents as Tracked, Open, Overdue or Completed. To add one, open a document and go to Draft Checks → Obligations → *Track / manage*. gixo.ai/legal/obligations
- **Lex Review Inbox** collects comment threads assigned to you, your mentions, and anything due soon. It includes threads from all your Gixo products. Its *Approve* button sets a comment's review state; it doesn't approve the document. gixo.ai/legal/reviews

Compliance drafts

Compliance drafts open in the same workspace and get their own readiness checks. There are two ways to start one.

Make a Compliance Draft gixo.ai/compliance/create →

Start from an Existing Template gixo.ai/compliance/workspace →

From scratch

The one required field is the document's name. You can also choose a type — Checklist, Evidence Tracker, Review Working Paper, Filing Support, Summary Memo or Obligations Register — or one of 20 formats under *More formats (advanced)*. Jurisdiction, law and section steer the structure and terminology; the statute itself isn't retrieved or checked. The *GDPR — Article 30 Records of Processing* option adds a clause-by-clause coverage check and flags shortfalls.

USES PLAN CAPACITY

From an existing template

Lex builds a new draft in the structure of a previous compliance document or an uploaded file (XLSX, DOCX, PDF or CSV). It needs the period covered and at least one supporting file. Wherever the evidence doesn't support a fact, Lex leaves a TODO.

USES PLAN CAPACITY

WHERE SAVED COMPLIANCE WORK LIVES

Your saved compliance documents are in the dashboard library: set *Product* to *Compliance*. Open *Saved Compliance Work* on the dashboard starts a new draft from a template.

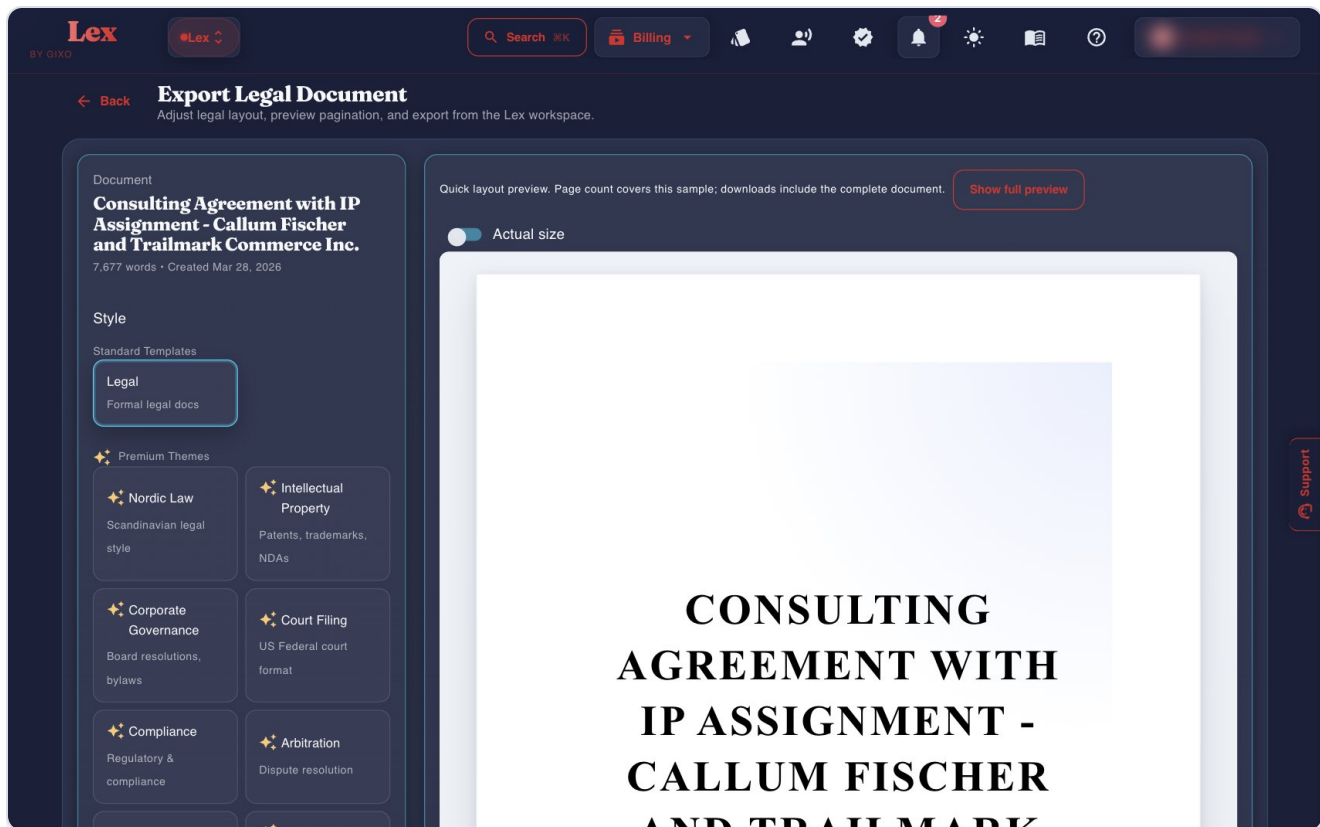
Getting your work out

Export in the workspace toolbar opens the export workspace, where you can preview pagination before downloading.

OPTION	WHAT YOU GET
Formats	PDF, DOCX, HTML, Markdown, JSON and plain text. The text formats can also be copied.
Look	The Legal template or one of eight legal themes: Nordic Law, Intellectual Property, International Treaty, Corporate Governance, Court Filing, Compliance, Arbitration and Real Estate.
Layout	Paper size (A4, Letter, A5, Legal, Tabloid), orientation, cover page, table of contents, header, footer and page-number position.
Tracked-change DOCX	A Word redline against an earlier saved version, from the : menu. It needs at least one earlier saved version to compare against.
Original-format DOCX	For contracts imported from Word: an export that keeps the formatting of the file you brought in.
Share	A public link to the document, or sharing with named people or a team. See Plans below for which plans include which.

GOOD TO KNOW

Lex exports carry no watermark, and after a trial ends you can still export everything you made during it.



The export workspace: formats, legal themes and page layout in one place.

Plans and your trial

Lex is priced per seat, in US dollars. Every plan includes drafting capacity that resets each month; your subscriptions page shows a usage bar rather than counts.

PLAN	PER SEAT, MONTHLY	PER SEAT, ANNUAL	MINIMUM SEATS
Solo Pilot	\$29	\$261	1
Solo	\$99	\$999	1
Small Firm	\$149	\$1,499	3
Growing Firm	\$179	\$1,799	5
Marketplace	\$229	\$2,299	10, through Azure Marketplace or a private offer

What changes between plans

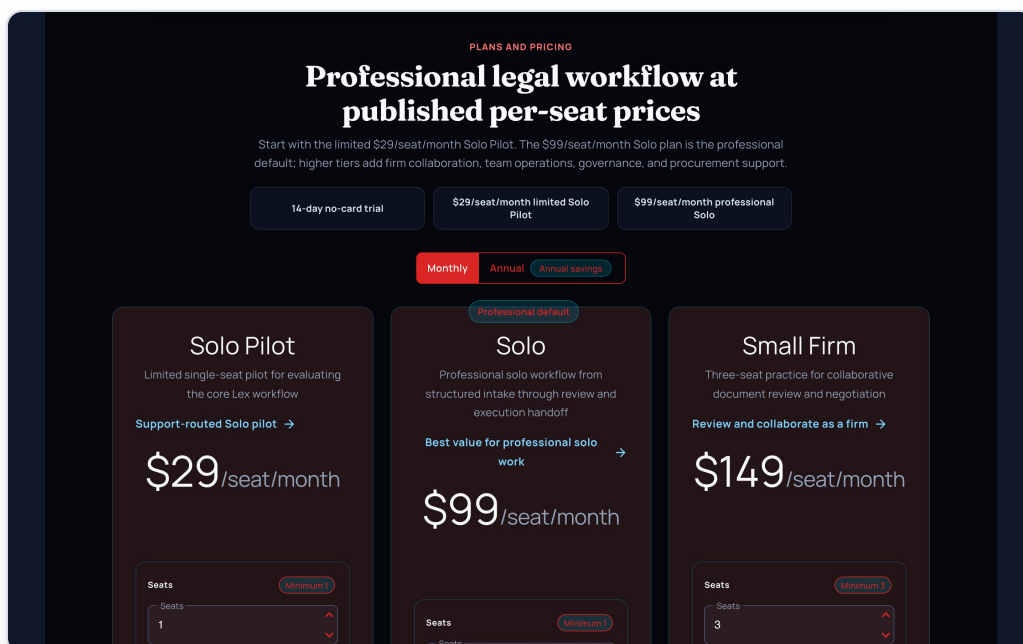
- **Every plan:** drafting, Draft Checks, Ask Lex, review playbooks, agreement packs, the matter office, compliance drafts, exports and public share links.

- **Small Firm and up:** comments, and sharing with named people or a team.
- **Growing Firm and up:** creating teams and adding members.
- **Marketplace:** API access and provider governance.

Your 14-day trial

- No card is needed, and the 14 days start when you click **Start my 14 days**. Each email address gets one Lex trial.
- The trial works like Solo, so comments and sharing with named people aren't included.
- When the trial ends, you can still open, check and export everything. Drafting pauses until you choose a plan.

Start a 14-day Lex trial gixo.ai/start-trial →



Lex plans on the public pricing page. gixo.ai/products/legal#plans

Free tools, no account needed

These tools run in the browser with no sign-in. They use no AI and store nothing you paste, which makes them a quick way to check a contract before it goes anywhere near a workspace.

TOOL	WHAT IT DOES
Contract Completeness Check gixo.ai/lex/contract-check	Pick one of 22 contract types and paste the text. It reports clause coverage, contradicting clauses, execution readiness, defined terms and cross-references.

TOOL	WHAT IT DOES
Contract Clause Checklist gixo.ai/tools/contract-clause-checklist	Checks whether a draft has the clause families expected for its agreement type.
Contract Compare gixo.ai/tools/contract-compare	Compares two versions of a contract section by section.
Key Terms Abstract Sheet gixo.ai/tools/contract-abstract	Pulls out parties, term, dates, governing law, payment, notice and liability language for review.
Obligations & Dates Extractor gixo.ai/tools/obligation-extractor	Lists explicit “shall”, “must”, deadline and notice statements, without judging them.
DPA Article 28 Check gixo.ai/tools/dpa-check	Checks a data processing agreement against the ten GDPR Article 28 topics. It gives no legal verdict.
Policy Set Gap Check gixo.ai/tools/policy-gap-check	Compares a list of your policies with a maintained baseline.
Compliance Readiness Scorer gixo.ai/tools/compliance-readiness-check	Scores evidence statements against a baseline of common programme controls.
Company Policy Template Builder gixo.ai/tools/policy-builder	Builds an internal policy with ownership, approval, review dates, exceptions and revision history.
RoPA Builder gixo.ai/tools/ropa-builder	Builds a GDPR Article 30 records-of-processing structure and flags missing transfer, safeguard and retention details.

Free · no AI generation used

Contract Completeness Check: a deterministic contract review

Paste a contract, pick its type, and get a deterministic clause-coverage report: which standard clauses for that document type are present, which mandatory ones are missing, which contradict each other, plus undefined-term, broken cross-reference, and execution-readiness checks. No AI – the same clause catalogs Gixo Lex drafts from, across 22 contract types. Pasting from Word or a PDF is fine: clauses that lost their headings are matched on their drafting language instead.

Contract type

NDA (non-disclosure)

Your contract text

Paste the agreement here — headings help the clause matcher...

Check completeness

Clear

The Contract Completeness Check. gixo.ai/lex/contract-check

Tips from the checks

- **Coverage looks for headings.** A clause that only appears inside another section's text shows as a warning, so give it a heading of its own.
- **An empty obligations list isn't proof there are none.** Lex finds obligations from wording such as “shall” and “must”, so commitments phrased any other way won't appear. Read the draft.
- **Precedent compares your own approved documents** of the same contract type. Team documents aren't included.
- **Compliance output modes are chosen for you** from the type or format you pick.
- **Before you record decisions or approve, save or recheck.** Findings made against an older version are marked stale.

Quick links

Lex dashboard	gixo.ai/dashboard/lex
Create an Agreement Pack	gixo.ai/legal/create?agreementPack=true
Draft a single document	gixo.ai/legal/create
Review a contract	gixo.ai/legal/import
Review playbooks	gixo.ai/legal/playbooks
Matter office	gixo.ai/legal/matters
My obligation portfolio	gixo.ai/legal/obligations
Lex Review Inbox	gixo.ai/legal/reviews
Make a Compliance Draft	gixo.ai/compliance/create
Start from an Existing Template	gixo.ai/compliance/workspace
Contract Completeness Check	gixo.ai/lex/contract-check
All free tools	gixo.ai/tools
Lex plans	gixo.ai/products/legal#plans
Help and support	gixo.ai/support

Current as of 14 September 2026 and checked against the Lex code. If a screen doesn't match what you see, the product has moved on — tell us at gixo.ai/support and we'll update this guide.