eRubrik
DOCUMENT MANAGEMENT

CAPABILITY STATEMENT

eRubrik LLC | SAM.gov Active

DOCUMENT MANAGEMENT AND ADMINISTRATIVE SUPPORT

Organized documents. Clear processes. Bilingual support.



COMPANY DATA

CONTACT	Yasorhaja Leon Managing Member
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PHONE	+1 (866) 652-4113
WEBSITE	erubrik.com
LOCATION	Cypress, Texas 77433
LEGAL NAME	eRubrik LLC
ENTITY TYPE	Single-Member LLC
ESTABLISHED	2026 | Texas
SAM.gov	Active
UEI	W6PXJGHYMKP7
CAGE	25LH1
DUNS	14-667-4410

NAICS CODE

561410	Document Preparation Services
541199	All Other Legal Services *Service scope: Notary Public Services*
541930	Translation and Interpretation Services
561499	All Other Business Support Services
561110	Office Administrative Services

PRODUCT SERVICE CODE

R608	Support-Administrative: Translation and Interpreting
R499	Support-Professional: Other
R408	Support-Professional: Program Management/Support

COMPANY OVERVIEW

eRubrik LLC is a Texas-based document management services provider that reduces the administrative burden of preparing, organizing, and submitting paperwork. Through digital workflows, remote coordination, and bilingual support, we help clients move through filing requirements with clear steps, organized documents, and consistent follow-up from intake to delivery.

CORE COMPETENCIES

- Document Preparation & Management
- Texas Notary Services - Remote Online & In-Person
- Apostille & Consular Legalization - Processing & Filing Support
- Spanish-English Translation - Simple & Certified
- Business Formation & Filing Support
- Transportation Permits & Filing Support
- Program Administrative & Documentation Support

DIFFERENTIATORS & QUALITY CONTROLS

Guided Workflows

Coordination from first contact and document receipt through final delivery.

Document Review

Checklists, version control, delivery tracking, and final review.

Bilingual Communication

English/Spanish support to clarify steps and information requirements.

Transparent Boundaries

Defined administrative scope and itemized fees; no legal or tax advice.

RELEVANT EXPERIENCE

The founder brings 15+ years of prior experience in procurement, contract administration, project coordination, business operations, and documentation workflows, informing eRubrik's approach to government-market administrative support.

PRIMARY MARKETS

Federal | State | Local | Commercial

eRubrik LLC provides notarial services through a Texas-commissioned notary public. The notary public is not an attorney licensed to practice law in Texas and may not give legal advice or accept fees for legal advice. eRubrik LLC is not a law firm and does not provide legal or tax advice.