Date: _____   Completed for: _____

Client:_____   Completed by: _____

DRAFTING GUIDE

<div style="display:flex; justify-content:space-between;">

CONTENT

COMMENTS

</div>

[ ]   1.   Addresses:
        (a)   all relevant facts; and
[ ]   (b)   all relevant legal issues.

[ ]   2.   Confers legal rights and imposes legal obligations
        correctly.

[ ]   3.   Creates appropriate contractual terms
        (eg. conditions, covenants, representations, statements).

        4.   Uses common sense to avoid imposing unreasonable
        or unnecessary obligations on:
[ ]   (a)   own client;
[ ]   (b)   other party; and
[ ]   (c)   non-parties.

[ ]   5.   Avoids internal contradictions and inconsistencies.

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ORGANIZATION

[ ]   6.   Divides, classifies and sequences material logically.

        7.   Uses correct:
[ ]   (a)   paragraphing;
[ ]   (b)   subparagraphing; and
[ ]   (c)   numbering system.

[ ]   8.   Avoids unnecessary cross-references.

[ ]   9.   Creates and uses headings and definitions appropriately.

        10.   Meets formal requirements by:
[ ]   (a)   correctly describing the parties;
[ ]   (b)   creating and using recitals appropriately;
[ ]   (c)   using a consideration clause;
[ ]   (d)   ensuring execution page contains part
             of body of text;
[ ]   (e)   using correct execution and attestation
             clauses; and
[ ]   (f)   indicating the date of signing the
             agreement.

[ ]   11.   Uses appropriate format.

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LANGUAGE

[ ]
[ ]
[ ]
[ ]
12. Uses correct:
    (a) grammar;
    (b) punctuation;
    (c) diction; and
    (d) spelling.

[ ] 13. Avoids complex sentence structure.

[ ] 14. Is concise (eg. avoids repetition and wordiness).

[ ] 15. Uses precise language and concrete words (avoids ambiguity and vagueness).

[ ] 16. Uses active rather than passive voice.

[ ] 17. Avoids legal jargon.

[ ] 18. Uses present rather than future tense.

[ ] 19. If appropriate, uses legislative sentences (i.e. meets the "Who", "What", "To Whom", "When", "Where", test).

[ ] 20. Uses consistent language.

[ ] 21. Revises (e.g. proofreads and edits) the contract.

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