

Reviewing & Revising

Basic check

Are page numbers correct?

Are paragraph numbers correct?

Check cross references (search for "section" and "paragraph")

Is there a date?

Are witnesses needed?

Is notary needed?

Are defined terms used?

10 point content check

Parties, dates, dollars, interest correct?

Structure appropriate?

Duties, rights and privileges clear?

Reps and warranties?

Consistent inside doc and to other docs?

Understandable?

What ifs covered?

Defaults covered?

Bankruptcy risk considered?

Worst case scenario considered

Review by others

Have someone else read it (preserve atty-cl priv)

Have client read it

Opposing counsel review

Proofread it yourself one last time before signing