

Checklist for Contract Drafting
November 8, 2017

1. Title
2. Introductory paragraph:
 - A. Agreement
 - B. Date
 - C. Proper names of parties (who)
 - D. Nothing else but perhaps define some of these terms
3. Recitals (background) (why)
4. Now Therefore in consideration...
5. Incorporate recitals by reference
6. Primary paragraph (grant of lease, agree to employ, grant license, grant of right, appoint agent) (what)
7. The meat of the deal (how)
8. Term (when)
9. Money, compensation (how much)
10. Reps and warranties
11. Remedies
12. Boilerplate
 - A. Florida law governs and venue (where)
13. In witness whereof...
14. Signature block
15. Check for:
 - A. Page numbers correct
 - B. Paragraph numbers correct
 - C. Incorrect cross references
 - D. Spelling
 - E. Paragraph headings
 - F. Style consistent (bold, font, size, caps)
 - G. _____
 - H. Spacing
 - I. Party names and defined terms
 - J. Verify existence and correct names of parties
 - K. Punctuation consistent
 - L. Grammar (tense, active not passive, short sentences, readable)
 - M. Redundancies
 - N. Inconsistencies
 - O. Ambiguities (both)
 - P. Undefined terms
 - Q. Inconsistent definitions
 - R. Definitions in quotes and capitalized