CRESTPOINT UNIVERSITY

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PLG-403 Drafting Contracts and Contract Provisions
Syllabus and Course Guide

The Drafting Contracts and Contract Provisions course meets 15 times over the course of the 8-week term in the Crestpoint Interactive classroom. Each session consists of about 60 minutes of online lecture by the course instructor. After the lecture, students may ask questions and make comments on the material being studied.

Classes for this course occur on Tuesdays and Thursdays at 9:00 PM Eastern time, in accordance with the lecture schedule on this syllabus. The first class is on Tuesday, June 2, 2026.

All class sessions are recorded and may be viewed by students at any time.

Unless an extension has been taken pursuant to the Crestpoint Extensions Policy (see the end of this syllabus), all course assessments must be submitted by the course deadline which appears later in this syllabus. The deadline can also be found at the end of the syllabus or by clicking on the Course Name, then Progress Report. Generally, the course deadline is approximately 4 weeks after the last day of the course.

No extensions may be taken or granted unless the student has submitted one or more assignments or exams in advance of the original deadline. In addition, extensions are subject to grade penalties and are limited to no more than 15 days from the date of the original deadline.

Please note that students are strongly encouraged to do their work as the course progresses rather than waiting for the days or weeks before the deadline to do all of their work. It is also critically important that students realize that:

1. A grade of “Incomplete” is the same as an “F” and is a failing grade.
2. A grade of “Incomplete” will result in a reduction in the student’s grade point average.
3. Student may have to pay to re-take or replace a course for which a grade of Incomplete is assigned.
4. Two consecutive Incompletes may subject the student to dismissal from the college under Crestpoint’s chronic incomplete policy.

5. Students with a GPA of under 2.0 are not eligible to receive federal financial aid and cannot graduate until their GPA is at or above 2.0.

If you are having trouble completing the course, the student is strongly encouraged to contact his or her academic advisor or Academic Support.

Please note also that:

- A student who receives an incomplete on his or her first course may be dismissed from Crestpoint.
- A student who fails to complete at least one weekly interaction during the first 14 days of the course will automatically be withdrawn from the course per Crestpoint policy. The student may re-join the class by prompt notification to Crestpoint and by prompt completion of an interaction shortly thereafter.

Course Instructor:

Daniel Green (danielg@crestpoint.edu)

Course Description:

This course deals with the drafting of contractual agreements. The course will teach the students the "building block" components that make up a contract and how each component of the contract is drafted. The students will have a "behind the scenes" look at the conversations and negotiations that take place prior to getting to the drafting stage, and what happens during and after the drafting stage. This course will also teach the students how to draft in simple terms so that the contract is easy to read. The students will learn how to simplify complex sentences, agreements, and statutes into plain English. Some of the most basic grammar principles will also be reviewed in this course.

Course Objectives:

Upon completion of this course, students will be able to:

- Explain the importance of a contractual agreement and what the agreement means;
- Explain and apply the 7 contractual concepts;
- Apply and explain to clients and co-workers the risk allocation involved in entering into a contractual agreement;
- Draft contracts and contract provisions in plain English and convert terms written in "legalese" into plain English;
- Distinguish between contractual terms of art and apply them to various circumstances in which they should be used;
- Draft standard contractual clauses and provisions clearly and without ambiguities and insert them into contracts;
- Explain the organization and chronology of a contract;

- Review a contract that has already been drafted and spot areas that need to be added to, removed, corrected, etc.; and
- Avoid or overcome ethical dilemmas in contract drafting.

Textbook:

Assigned textbook information can be found on the Textbooks Page for undergraduate courses.

> Please note that the instructor may review and explain certain drafting exercises in your textbook for practice purposes. Therefore, it is important for students to review the drafting exercises that are provided in the textbook prior to class time to get a better understanding of how the contractual drafting works. All relevant slides for each class are available for viewing and/or download from the "Course Materials" page.

Weekly Interaction Requirement

To ensure that all students are involved, participating, and in compliance within the course, each student should complete one assessment each week. This requirement may also be met by attending a live session during a given week. Students who do not fulfill the requirement within a given week will be sent reminder emails. Students who fail to interact in multiple weeks may be subject to academic and financial aid consequences, in accordance with Crestpoint's Satisfactory Academic Policy and other school policies.

Course Structure

After logging into your Crestpoint student account, locate your enrolled course by scrolling down and clicking on the course name. Your course will expand, and you will find eight modules, each corresponding to one week of the course. Slides and documents, assignments, discussions, and exams for each week are organized within the respective module. Recorded lectures will be posted as the course goes along.

Assessments

Assessments may be in the form of discussion questions, assignments, and/or exams.

Exams are graded on a scale of 0-100 and must be done in 2-4 hours, depending on the exam. The start exam page indicates the length of time for each exam. Discussions and assignments should be completed in accordance with the assignment instructions. Assignment information can be found at the end of the course syllabus.

Please see the Grading Policy under School Links for specific details regarding the grading of assessments.

Crestpoint Academic Advisor

Each Crestpoint student is assigned an academic advisor upon enrollment. Your academic advisor is a resource that can and should be drawn on if you need academic assistance. This includes advice on

studying, help with assignments, general academic questions, etc. You should have received an email from your academic advisor upon enrollment. If you have not received such an email or do not know who your academic advisor is, please contact Anne Lewis at anne@crestpoint.edu.

Crestpoint Plagiarism Policy

All work done by Crestpoint students is expected to be their own work. In addition, Crestpoint students may not share their completed work, answer keys, or sample answers which they have obtained by any method with any other student. Students may NOT upload any sample answer (whether written by themselves or any other person) to any publicly available website or database.

Students are requested and encouraged to please review the Academic Integrity and AI Use Policy. Students are responsible for complying with its terms.

Course Grades

Grades are issued on a classical A through F scale based on the grades scored on the assessments, per this syllabus.

Lesson Schedule

Module 1

Lecture 1: Tuesday, June 2

This class will provide an introduction to the concept of drafting legal contracts. We will focus on what the contract does, basic drafting terminology, the risks involved with each party signing the contract, remedies and warranties for non-compliance, and covenants and conditions.

Reading: Chapters 1-4

Lecture 2: Thursday, June 4

This class will focus on the introductory provisions of the contract that outline the parties entering into the agreement, and the reasons that the parties are entering into the agreement. Also, this class will focus on performance provisions, closing provisions, substantive business provisions, and general contract provisions.

Reading: Chapters 5-6

Complete Discussion 1

Module 2

Lecture 3: Tuesday, June 9

Tonight's class will discuss the effectiveness of providing a definition section within the contract for commonly used terms that will appear throughout the contract, and the guidelines for doing so. The class will also focus on what is commonly referred to as the "action sections" of a contract that tell the parties how performance will be made to achieve the overall objective of the contract.

Reading: Chapters 7-8

Lecture 4: Thursday, June 11

In this class, we will discuss drafting representations and warranties in the past, present, and future tenses; drafting the substance of covenants; and drafting contractual conditions.

Reading: Chapters 9-11

Complete Assignment 1

Module 3

Lecture 5: Tuesday, June 16

In this class, we will look at discretionary authority within a contract by giving one of the parties to the contract a choice or permission to do something as it relates to fulfilling the contract. We will also discuss the difference between the terms *will* and *shall* and how to appropriately use these terms within a contract.

Reading: Chapters 12-14

Lecture 6: PRE-RECORDED

This week we will be discussing the art of drafting termination, default, and dispute resolution provisions within a contractual agreement. We will also discuss how to draft provisions concerning assignment and delegation of duties and rights, severability, amendments, merger provisions, and counterparts.

Reading: Chapters 15-16

Complete Discussion 2

NOTE: THERE WILL NOT BE CLASS ON THURSDAY, JUNE 18

Module 4

Lecture 7: Tuesday, June 23

This week we will discuss the importance of the signatures on the contractual agreement and ensuring that the contract is properly executed; and we will move into the area of drafting a clear and unambiguous contract and discuss the importance of drafting the contract in plain English.

Reading: Chapters 17-18

Complete Assignment 2

The Midterm Exam can be taken at this point

Module 5

Lecture 8: Thursday, June 25

Tonight's class continues with our discussion of drafting the contract clearly and unambiguously. We will discuss the importance of the format, or the look of, the contract for legibility purposes; and the importance of drafting clear and concise sentences within the contract.

Reading: Chapters 19-20

Lecture 9: Tuesday, June 30

Since contractual ambiguity can be a major source of litigation and confusion, tonight's class will be largely devoted to how ambiguities can arise in a contract, and what can be done to make a contract less ambiguous. We will also look at the proper way to draft numerical and financial provisions within a contract.

Reading: Chapters 21-22

Complete Discussion 3

Module 6

Lecture 10: Thursday, July 2

Tonight's class will focus on the proper way to draft gender-neutral statements and provisions, contractual exceptions, and miscellaneous contract provisions. We will also focus on simplifying complex contractual

language and provisions.

Reading: Chapters 23-25

Lecture 11: Tuesday, July 7

Tonight's class will discuss the importance of organizing a contract in a way that causes the contract to flow in a logical manner. We will also discuss the initial thought process that must be taken into consideration when preparing to draft a contract, and the initial research that needs to be done in preparing to draft the contract.

Reading: Chapters 26-27

Complete Assignment 3

Module 7

Lecture 12: Thursday, July 9

This class will discuss things to look out for, and good comments and suggestions to make, when one lawyer reviews a contract drafted by the opposing lawyer representing the other party to the agreement. We will also look at amendments, consents and waivers, what they mean and how they differ. Finally, we will discuss ethical issues that lawyers may face when drafting contracts, what they are, and how you can remain ethical while advocating for your client.

Reading: Chapters 28- 30

Lecture 13: Tuesday, July 14

Now that you know all about drafting contracts, we will look at some actual contracts, used in the real world, discuss why they are written the ways they are, and how different wording would change the meaning of the agreements.

Reading: Class Thirteen Contracts in Course materials

Complete Discussion 4

Module 8

Lecture 14: Thursday, July 16

We continue our look at real world contracts and discuss why we choose the language we choose.

Reading: Class Fourteen Contracts in Course materials

Lecture 15: Tuesday, July 21

This is it, the final class. This time we will actually draft a contract in class, so that you can see the process, live and in real time.

Reading: Form Contract and Client Notes in Course Materials

Complete Assignment 4

The Final Exam can be taken at this point

All course assessments are due no later than Sunday, August 23, 2026, at 11:59 PM EASTERN TIME; that's EASTERN time. That means 8:59 PM Pacific time, 9:59 PM Mountain time, 10:59 PM Central time, etc.

CRESTPOINT EXTENSIONS POLICY

1) Extensions that conform to the rules below may be requested from the course materials page on the student website.

2) The maximum possible extension allowed is 15 days, save for truly exceptional circumstances.

3) Students must complete one or more legitimate assignments or exams to be eligible for any extension at all.

4) Requested extensions are granted automatically. It is not necessary to give any reason for the request. However, for each day of extension you request, you may be penalized 0.6% of your course grade, per day of extension. This is necessary to compensate for the advantage that students who take more time to do their work enjoy over those who complete their work on time. This also means that a short extension (e.g., a day or two) is unlikely to affect your grade, but a long extension (e.g., two weeks) is guaranteed to affect your grade.

5) The penalty referenced in Paragraph 4 may be waived by the Director of Education in extreme cases only. Extreme cases include circumstances beyond the control of the student that caused the student to be unable to complete work for *a significant period of time*. Circumstances such as being busy at work or at home, vacations, family occasions or power or internet outages lasting a few days, are foreseeable life circumstances. Extensions may be taken for these reasons (or, for that matter, for any reason at all), but the grade penalty discussed above applies. However, please note that the course deadline cannot be extended more than 15 days for any reason at all except in the most extreme cases.

Course Assignments

Assignment 1:
Merideth Grey is a Landlord who comes to you seeking help in drafting a residential lease agreement. Meredith wants to lease an apartment located at 623 West 45th Street in Seattle, Washington 98101 to George O'Malley. Meredith wants a simple lease agreement that both she and Mr. O'Malley can understand. She needs help with a few of the lease provisions. She tells you that the following information needs to be in the lease:

1) Rent will be $2,200, and he wants it no later than the first day of the month. He will only accept cashier's checks, cash, or money orders for payment. The checks should be payable to him, and mailed to 456 Rainy Boulevard, Seattle, Washington 98101. She needs the first month rent before George moves in. If he pays rent after the tenth day of the month, he owes an extra $50.

2) The lease will be for a year starting on August 3, 2024, the move-in date. If he wants to renew it, Meredith needs notice mailed to her home address, 30 days before the lease ends. Renewal is not automatic.

3) George needs to pay a $3,200 security deposit before he can move into the apartment. It will be refunded. But if he owes past-due rent, terminates the lease early, has unpaid utilities after leaving, or damages the apartment and it needs to be fixed, he can't get her money back.

Important: Make sure that you conspicuously indicate to Geoge that he must give Meredith a forwarding address in writing within 4 days after he moves for her to send his deposit; otherwise, he forfeits the deposit.

4) The apartment is strictly for living, no businesses allowed.

5) No subleasing or assigning the lease is allowed.

6) George has to do ordinary routine maintenance like replacing the outside light bulbs, taking out the trash, mowing the lawn, trimming the hedges, and removing weeds. But this list is not inclusive, there could be more things added.

7) No pets, unless Meredith says so in writing.

8) George has to park his car in his own spot and the guests need to park in the guest lot. They cannot block parking spaces.

9) No overnight guests for longer than 7 consecutive days unless Meredith agrees in writing. If more people move in, they need to be on the lease.
10) This is the only agreement that has been made, and it's final.

11) No other agreements have been made and no changes can be made to the agreement unless Meredith and George both agree in writing.

Please help Meredith by drafting this document. Remember to give the document a name, use appropriate headings and subheadings as needed (**Hint:** What is the main idea/topic of each number?), tabulate appropriately, and remember both parties need to sign and date.

Assignment 2:
The following statute comes from the State of Georgia. Please edit and simplify the statute so that it is understandable to someone who is not familiar with the legal profession or interpreting statutes.

O.C.G.A. § 39-2-11 Employment of minors between the ages of 12 and 18 - proof of age - certificates.

(a) No minor between the ages of 12 and 16 years shall be employed by or permitted to work for any person, firm, or corporation unless a certificate, showing the true age of such minor and that such minor is not less than 12 years of age and is physically fit to engage in the employment sought to be obtained, shall be issued by the school superintendent or by some member of his staff authorized by him in writing, in the county or city where the minor resides or, if a student at a licensed private school, by the principal administrative officer thereof or by some member of his staff authorized by him in writing. A certificate shall also be required for employment of minors between the ages of 16 and 18.

(b) The certificate provided for in subsection (a) of this Code section must show that the minor is 16 years of age to qualify such minor to work between the hours of 9:00 P.M. and 6:00 A.M. and to be employed in any of the occupations covered by Code Section 39-2-2.

(c) No employment certificate shall be issued to any minor until he shall have submitted to the issuing officer:

(1) A certified copy of a birth certificate or birth registration card; and

(2) A statement from the prospective employer indicating that if he were furnished with a certificate from the school superintendent as required by law, he could employ the minor immediately and describing the type of employment offered. It shall be understood that the prospective employer, by furnishing such statement, does not undertake to employ the minor for any specific period of time.

(d) A like certificate, a copy of which shall be made a part of the minor's school file, shall be issued in cases of all minors between the ages of 16 and 18. The certificate must show that the minor is fully 16 years of age in order to qualify the minor to work between the hours of 9:00 P.M. and 6:00 A.M. and to be employed in any of the occupations covered by Code Section 39-2-2. In addition to the certificate, the superintendent of schools, or some member of his staff authorized by him, shall issue an identification card to each minor in this category of employment. The identification card will certify that the minor is

eligible for employment. The minor shall be exempt from future filings of employment certificates unless his certificate is revoked by the Commissioner of Labor.

(e)(1) The certificate provided for in subsection (a) of this Code section shall be accompanied by a letter from the minor's school administrator indicating that the minor is enrolled in school full-time and has an attendance record in good standing for the current academic year. The employer of a minor shall maintain a copy of such certificate and letter in the minor's employment file. Such letter shall be updated in January of each subsequent academic year during which the minor maintains his or her employment until such minor reaches the age of 18 years or receives a high school diploma, a general educational development (GED) diploma, a special education diploma, or a certificate of high school completion, or has terminated his or her secondary education and is enrolled in a postsecondary school. Any employer failing to comply with this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not to exceed $1,000.00, up to twelve months imprisonment, or both, for each violation.

(2) The State Board of Education shall promulgate rules and regulations to provide for the issuance of a waiver or exemption from the provisions of this subsection to a minor, upon such minor's petition, if there is clear and convincing evidence that the enforcement of the provisions of this subsection upon such minor would create an undue hardship upon the minor or the minor's family or if there is clear and convincing evidence that the enforcement of the provisions of this subsection would act as a detriment to the health or welfare of the minor.

Assignment 3:
You are working as a Paralegal in a domestic law firm. Ally Ford, one of the partners, asks you to review this Pre-Nuptial Agreement to make sure that it will be understandable for your clients. Ally asks that you correct any legalease, rewrite sentences, and do whatever else is necessary to make sure that the clients clearly understand what they are signing.

Pre-Nuptial Agreement

THIS AGREEMENT, made this_____ day of _____, 20 _____

is between _____ and _____.

1. **PURPOSE**. The parties expect to be married in the near future. Each has separate property, the nature and extent of which is fully disclosed in the statements of assets and liabilities. Exhibits 1 and 2 attached to this agreement. The parties are setting forth in this Agreement their respective rights in and to all property of either owned at the date of their marriage and in and to all property that may be acquired by either or both of them after their marriage. They are also setting forth their rights regarding spousal support or maintenance.

2. **EFFECT OF AGREEMENT**. This Agreement shall take effect only upon the solemnization of the marriage between the parties. Thereafter, each of the parties shall separately retain all rights in the property he or she now owns, including all appreciation, as well as property and income acquired separately in the future ("Separate Property"), and each of them shall have the unrestricted right to dispose of such Separate Property, free and clear of any claim that may be made by the other by reason of their marriage and with the same effect as if no marriage had been consummated between them. Separate Property shall include substitutions and exchanges for such property now in existence, and income and property acquired separately hereafter, and any proceeds therefrom, and from any income derived from such property, and

any property purchased from the proceeds or income from such property. Separate property shall also include gifts or inheritances one party receives from a third party.

3. **DISPOSITION OF PROPERTY**. In the event either party should desire to sell, encumber, convey or otherwise dispose of or realize upon his or her Separate Property or any part or parts thereof, the other will, upon request, join in such deeds, bills of sale, mortgages, renunciations of survivorship or other rights created by law or otherwise, or other instruments, as the party desiring to sell, encumber, convey or otherwise dispose or realize upon may request and as may be necessary and appropriate.

4. **SEPARATE PROPERTY**. The parties agree that the rights and obligations created by this Agreement have monetary value to each of the parties and each of the parties agrees to make no claim to the Separate Property of the other party, either during the joint lives of the parties hereto or thereafter.

5. **WAIVER OF RIGHTS**. Except as otherwise provided in this Agreement, each party hereby waives, releases and relinquishes any and all right, title or interest whatsoever, whether arising by common law or present or future statute of any jurisdiction or otherwise, in the Separate Property and probate estate of the other, including but not limited to distribution in intestacy, the right of election to take against the will of the other, any rights accruing by reason of events occurring prior to their marriage, and any right to dower, curtesy, statutory allowances, and spousal support. Such waiver, release and relinquishment shall not apply and is not effective with respect to any rights or entitlements a party may have as a surviving spouse under the Social Security laws or with respect to any other governmental benefit or governmental program of assistance. This Agreement shall not limit the right of either party to make such transfers of property to the other as he or she may wish during their respective lifetimes, or by will, or to acquire property jointly.

6. **DISSOLUTION/SEPARATION/ANNULMENT**. Each party specifically agrees that neither shall make any claim for or be entitled to receive any money or property from the other as alimony, spousal support, or maintenance in the event of separation, annulment, dissolution or any other domestic relations proceeding of any kind or nature, and each of the parties waives and relinquishes any claim for alimony, spousal support or maintenance, including, but not limited to, any claims for services rendered, work performed, and labor expended by either of the parties during any period of cohabitation prior to the marriage and during the entire length of the marriage. The waiver of spousal support shall apply to claims both pre and post-judgment.

7. **COHABITATION**. Each party waives any and all rights or claims existing now or hereafter existing with reference to any period of cohabitation, if any, prior to the marriage of the parties, including, but not limited to, any claim to real or personal property.

8. **ERISA RIGHTS**. Each party specifically waives any right, whether created by statute or otherwise, to pension, profit-sharing, or other retirement benefits earned by or credited to toe other, including, but not limited to, any joint or survivorship rights and any right which might arise in the event of the parties' separation or the dissolution of the marriage. Following the solemnization of the parties' marriage, each party shall execute such waivers or other documents as the other may reasonably request to evidence such waiver.

9. **FINANCIAL DISCLOSURE**. Each party has attached a statement of assets and liabilities as exhibits to this Agreement, 1 and 2 respectively. Each party acknowledges an opportunity to inquire further as to the financial information provided by the other, and each party specifically waives any right to any further

disclosure of the property and financial obligations of the other beyond that provided by the exhibits to this Agreement.

10. **RIGHT TO CONTEST**. Nothing contained herein shall limit the right of either party to contest any domestic relations suit between the parties or to file a countersuit against the other party; However, in any hearing on such suit, this Agreement shall be considered a full and complete settlement of all property rights between the parties. In such case, neither party shall maintain any claim or demand whatsoever against the other for property, suit money, attorney fees and costs which is either inconsistent with or not provided for in this Agreement.

11. **INTEGRATION**. This Agreement sets forth the entire agreement between the parties with regard to the subject matter hereof. All prior agreements, covenants, representations, and warranties, expressed or implied, oral or written, with respect to the subject matter hereof, are contained herein. All prior or contemporaneous conversations, negotiations, possible and alleged agreements, representations, covenants, and warranties, with respect to the subject matter hereof, are waived, merged, and superseded hereby.

12. **BINDING ON SUCCESSORS**. Each and every provision hereof shall inure to the benefit of and shall be binding upon the heirs, assigns, personal representatives, and all successors in the interest of the parties.

13. **SEVERABILITY**. In the event any provision of this Agreement is deemed to be void, invalid, or unenforceable, that provision shall be severed from the remainder of this Agreement so as not to cause the invalidity or unenforceability of the remainder of this Agreement. All remaining provisions of this Agreement shall then continue in full force and effect.

14. **PARAGRAPH HEADINGS**. The headings of particular paragraphs and subparagraphs are inserted only for convenience and are not part of this Agreement and are not to act as a limitation on the scope of the particular paragraph to which the heading refers.

15. **MODIFICATION**. This Agreement may be modified, superseded, or voided only upon the written agreement of the parties. Further, the physical destruction or loss of this Agreement shall not be construed as a modification.

16. **ACKNOWLEDGEMENTS**. Each party acknowledges that he or she has had an adequate opportunity to read and study this Agreement, to consider it, to consult with attorneys individually selected by each party, without any form of coercion, duress or pressure. Each party acknowledges that he or she has examined the Agreement before signing it, and has been advised by independent legal counsel concerning the rights, liabilities and implications of this document.

17. **STATE LAW**. It is intended that this Agreement be valid and enforceable within the provisions of the State Law, and that Case Law that governs its interpretation.

Blake Reynolds Date
Ryan Lively Date

Assignment 4:
You are a Paralegal working for the law firm of Crane & Shore, P.C. located at 334 West Boston Avenue, Boston, Massachusetts, 02108. Shirley Schmidt, the Managing Partner, comes to you and asks you to draft

a Retainer and Contingency Fee Agreement for a new client for her signature. The partner tells you the following:

1. The potential client is Lisa Milton. She wants to hire us to investigate, and if necessary, prosecute all claims against Tim Landon and whoever else or whatever entities may be responsible for a slip and fall that occurred on the stairs of Lisa's Laundries on May 30, 2016.

2. Whether or not the case is settled or if a lawsuit is filed, the firm gets one-third (33%) of any money that Lisa wins. First, the costs and expenses that the firm pays for Lisa will be deducted from what she wins. The firm will have an express attorneys' lien on any money that Lisa wins to make sure that we get paid.

3. To name a few, filing fees, court reporter fees, expert witness fees, travel expenses, long distance calls, and copying costs will have to be paid by Lisa whether she wins or loses. She may have to pay something else too.

4. Lisa has to allow us to conduct settlement negotiations on her behalf, and we will let her know what offers and counter-offers are being made and will get her approval to settle.

5. If Lisa wants us to help her with a cross claim, counter claim, or any other type of action that may be brought against her as a result of this suit, she has to pay us an additional $350 an hour, and pay for the costs and expenses to defend the claim.

6. We are not going to Appeal any result if she has no sound issues or merits to appeal. We can withdraw our representation if it seems like the claim no longer has merit. If we withdraw, we will give Lisa her file, but we still need Lisa to pay for all our costs and expenses during the time of representation.

7. If she wants, Lisa can dismiss us as her attorneys. She still must pay us for the work we have done up to that point.

8. Lisa has not been given any promises or guarantees from the firm about the outcome of her case.

9. This is the full agreement between Crane & Shore, P.C. and Lisa. There are no previous oral or written agreements. All prior agreements are incorporated in the Agreement.

10. Lisa and our firm both have to change anything concerning this agreement in writing and sign it.

Please draft this agreement between the lawyer and client. Remember to give the document a name, use appropriate headings and subheadings as needed (**Hint:** What is the main idea topic of each number?), tabulate appropriately anything that lends to list form, and remember both parties need to sign and date.