CONTRACT DRAFT QUESTIONS / 01

IDENTIFY THE DRAFT AND ATTACHMENTS

Use neutral references only. Share original documents through counsel's agreed private intake process.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Agreement A: general agreement type / client objective without confidential terms

Version 1: neutral file reference / date label / source role

Version 2, if present: file reference / date label / relationship still to confirm

Attachment A: reference used in draft / available, missing or uncertain

Attachment B: reference used in draft / available, missing or uncertain

Counsel intake process reference / private transfer method / unanswered inventory question

Preparation only. Not legal advice, clause drafting, negotiation strategy or signing approval; no attorney-client relationship. Keep confidential terms and advice out.

CONTRACT DRAFT QUESTIONS / 02

LINK QUESTIONS ACROSS DRAFTS

Record references, not legal advice or proposed clause wording. A later draft is not approval to sign.

Question 1: draft label / clause or page-location reference / general objective

Question 1: counsel reply reference / later draft and location reference

Question 1: unresolved explanation / follow-up contact role

Question 2: draft label / clause or page-location reference / general objective

Question 2: counsel reply reference / later draft and location reference

Question 2: unresolved explanation / follow-up contact role

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CONTRACT DRAFT QUESTIONS / 03

CHECK THE DOCUMENT CONVERSATION

Tick only what is organized or confirmed. These checks do not evaluate the agreement.

- [ ] Agreement and draft versions have neutral labels
- [ ] Referenced attachments are listed separately
- [ ] Missing or uncertain documents remain open questions
- [ ] Counsel has explained the private intake process
- [ ] Numbered questions point to a specific draft location
- [ ] Reply references do not copy privileged advice
- [ ] A later draft remains linked to its earlier question
- [ ] Representation scope and revision communication are separate

Question label / new draft received / location change to clarify with counsel

Review, drafting, negotiation or dispute work / included or excluded scope reference

Revision communication owner / private handoff reference / open explanation

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CONTRACT DRAFT QUESTIONS / 04

QUESTIONS FOR THE CONTRACT LAWYER

Use the same draft inventory when discussing experience and the proposed professional role.

Experience: which agreement types and team experience are relevant?

Intake: what conflicts and private-sharing process comes before sending documents?

Documents: which draft and referenced attachments does your proposed work cover?

Questions: how will explanations and later draft locations stay connected?

Role: what review, drafting, negotiation or dispute work is included or excluded?

Rounds: who communicates revisions, and how are fees and additional work documented?

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CONTRACT DRAFT QUESTIONS / 05

COMPARE THE SAME PROFESSIONAL ROLE

Use Lawyer A and B in each box. Resolve differences in scope before comparing fees.

Lawyer A / B / consultation dates / common draft and attachment references

Relevant experience, team and proposed representation boundaries - A / B

Question responses, revision rounds, counterpart communication and exclusions - A / B

Fees, expenses, written engagement terms and unresolved scope questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Contract Attorney request. Share only a general, non-confidential service need so participating pros can compete with proposals. Compare experience, representation scope, communication and fees. A private consultation may be needed. A request does not create an attorney-client relationship.

One request. Every pro's best offer.

Start a request

Participation varies. A private consultation, conflicts check and document review may be needed before engagement.

Planning guide: https://www.pickyourpro.ai/services/attorney-contract

ABA: Questions to Ask a Lawyer (official reference)

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