

**THE PREPARATION OF
CONTRACTS AND
CONVEYANCES, WITH
FORMS AND PROBLEMS**

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The preparation of contracts and conveyances, with forms and problems by Henry Winthrop Ballantine

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HENRY WINTHROP BALLANTINE

**THE PREPARATION OF
CONTRACTS AND
CONVEYANCES, WITH
FORMS AND PROBLEMS**

THE PREPARATION OF CONTRACTS
AND CONVEYANCES



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The Preparation of
Contracts and Conveyances

With
Forms and Problems

BY
HENRY WINTHROP BALLANTINE

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OF MINNESOTA

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PREFACE

The practical suggestions and forms here given for the preparation of legal documents are not intended to enable the business man, the banker or the notary to draw documents or to dispense with competent legal advice. They are intended primarily for the law student for study and the lawyer for ready reference, but they should also be useful to the student of business law and the business man as a warning of the pitfalls which beset him in business transactions and the precautions that should be taken. No book has heretofore been prepared as a basis for a course in the drafting and criticism of actual business forms. Simple forms, problems and exercises are given as materials for practice.

The only effective way to learn the art of drafting is by practical exercises which require the actual preparation of the various sorts of contracts, notes, deeds, wills, mortgages, leases and other documents in everyday use. Exercises in the organization of corporations, partnerships and business trusts and in the examination of abstracts of title are also given.

The idea is to give a series of concise, practical suggestions and directions as to what to do and what to avoid, rather than to discuss the law of the subject. A glance at the book will serve as a reminder of important points to be covered at the critical moment when an instrument is being drawn up or a printed form considered.

The book may be used as an adjunct to courses in business law, as well as a basis for courses in drafting

documents in law schools. It aims to give that aspect of business law that the business man most needs to study—the practical application of the lessons of legal experience and foresight to the transaction of business.

Many law graduates, upon entering practice, find great difficulty in applying their knowledge to the skillful drafting of important papers, and are in danger of making serious mistakes and of inflicting great loss upon their clients.

The younger members of the bar who have not yet acquired facility in drafting documents as a result of experience in practice, and who have not had a course in this work, may thus find the book useful for study and reference.

H. W. BALLANTINE.

University of Minnesota,
February, 1921.

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