



# How to Write LOIs and Term Sheets: An Executive's Guide to Drafting Clear Legal Documents Before Bringing in the Lawyers

*Jonathan Handel*

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Read this book before you do your next tech deal. Here's why: Executives are often called upon to write letters of intent (LOIs), term sheets, and deal proposals before "bringing in the lawyers." These documents are almost more important than the actual contract, because they establish the framework of the deal. The wrong phrasing or an omitted point can result in a flawed deal, frustrating negotiations, a loss of leverage, and unnecessary legal expense. This short book (30 pp.) will help you avoid those pitfalls, by enumerating issues common to many LOIs, term sheets and proposals and suggesting what to do - and not to do - when drafting these plain-language legal documents. It's packed with dozens of specific, easy-to-understand tips. The result? You'll save money and have better legal documents more quickly. Author Jonathan Handel is an entertainment and technology attorney. He is a graduate of Harvard College and Harvard Law School.

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