Words to change or remove in drafting documents (but put a bold bracket (**[**) before and after (**]**)the changed word):

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| **Word to change** | **Change to** |
| "Article" | "Section" |
| "herein" | "in this Agreement" or "in this section" |
| "in accordance with" | "under" |
| "pursuant to" | "under" |
| "shall" | "will" |
| "such" | "the" |
| "therein" | "in this Agreement" or "in this section" |
| “provided however” | “if” |
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| Check the following words (legalese) and merely put a bold bracket (**[**) before and after (**]**) the word because the replacement might not be the same word everytime |
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| hereto | “to this agreement” or “to this section” |
| thereto | “ to the [whatever the noun is] |
| notwithstanding | “however”, or “but” or “although” |
| hereafter | “after” or “from this date forward” |
| “heretofore” | Delete and find a better word |