

6 ANALYZING THEIR DRAFT/OFFER

When you receive a draft, a bill, an offer or a presentment, you must understand what it is they are asking from you, what it is they are asking you to do, what they really mean, and **NOT** what you assume they mean. It is imperative that you **NOT** make any assumptions or presumptions. Slowly read through their document and ask yourself the following questions:

- What claims are they making?
- What are you accepting?
- What would prove their claim?
- Does their proof exist?
- In what form would their proof exist?
- What do you want them to produce in order to prove their proof?
- What happens if they don't produce the proof of their claim?
- What is your foundation in law for requesting that they prove their claim?
- What laws do they have to follow?
- Are you following the laws you are required to follow?
- What would prove your position?
- What do you want to happen at the conclusion of the matter?
- Do you want some type of recompense at the end of the matter?
- Has it affected your credit in any way? Will it?
- How do you want to resolve any credit issues at the end?

It is always a good idea to take a pad of paper and list the answers. Then begin to construct your conditional or full acceptance.