

Draft-With-a-Check Kit

One draft type: _____ (status reply · estimate blurb · job summary · confirmation)

1 · PRIVACY RULE – TAPE THIS WHERE THE OFFICE SEES IT

LINE	YOUR RULE
OK to paste	
Never paste	
Redact pattern	

2 · PROMPT SKELETON – SAME EVERY TIME

You draft only. Do not invent hours, prices, dates, or promises.

Source notes:

{paste allowed notes}

Job type: {status reply / estimate blurb / ...}

Constraints: {tone, length, must include / must not claim}

If source is missing or conflicting, say what's missing instead of guessing.

Output: draft only, ready for human edit.

3 · REVIEW RULE

Before send: check **every number, date, promise, and name** against the source. Wrong → fix or don't send. The model does not “almost count.”

4 · THIS WEEK'S FIVE

#	WHAT I DRAFTED	MINUTES SAVED (ROUGH)	CORRECTIONS / REFUSED?
1			
2			
3			
4			
5			