



**For Immediate Release  
November 15, 2006**

**For More Information, Contact:**  
Payne Consulting Group, Inc.  
500 Union St., Suite 801  
Seattle, WA 98101  
Tel. (206) 344-8966  
[Info@payneconsulting.com](mailto:Info@payneconsulting.com)

**PAYNE CONSULTING GROUP SUPPLEMENTS NUMBERING  
ASSISTANT SOFTWARE WITH NUMBERING SCHEMES  
FROM BEST-SELLING ABA BOOK  
“A MANUAL OF STYLE FOR CONTRACT DRAFTING”**

SEATTLE—Payne Consulting Group has announced that it has supplemented its Numbering Assistant® software to incorporate numbering schemes recommended in Kenneth A. Adams’s *A Manual of Style for Contract Drafting* (MSCD), a best-selling book published by the Section of Business Law of the American Bar Association.

Numbering Assistant software enhances the functionality of Microsoft Word by allowing users to easily apply legal-style outline numbering to documents. In addition to allowing users to create their own numbering schemes, the Numbering Assistant contains a set of common firm-defined legal numbering schemes. Version 7 of the Numbering Assistant now includes two numbering schemes recommended in MSCD—one for contracts with articles, one for contracts without articles.

Donna Payne, president of Payne Consulting Group, said, “Ken Adams is the one person who has analyzed the numbering and layout of contract text to determine what arrangement is most efficient and readable, and the result is the numbering schemes recommended in MSCD. It makes sense to give our customers the opportunity to marry the efficiency and convenience of the Numbering Assistant with the ‘best practices’ approach of MSCD.”

Incorporating MSCD’s numbering schemes in the Numbering Assistant will add an extra level of functionality to what MSCD has to offer. It can only help to make MSCD even more essential to anyone who is committed to making their contracts as clear and efficient as possible.

“One of my hopes for MSCD has been that it would make it easier for lawyers to handle the routine aspects of contract drafting in a clear and consistent manner, thereby allowing them to devote more time to adding real value,” said Kenneth A. Adams, author of MSCD.

“Incorporating MSCD’s numbering schemes in the Numbering Assistant represents a very practical step in that direction.”

Numbering Assistant's built-in Help files show how to apply any numbering scheme, include illustrations of contracts with MSCD's numbering schemes applied, and provide a link to additional guidance on Mr. Adams's web site, [www.adamsdrafting.com](http://www.adamsdrafting.com).

Kenneth A. Adams is a consultant and speaker on contract drafting, and he teaches contract drafting at the University of Pennsylvania Law School, one of the U.S.'s top law schools. Payne Consulting Group has worked closely with Mr. Adams in incorporating MSCD's numbering schemes in the Numbering Assistant.

MSCD is available for purchase through the American Bar Association webstore, at [www.ababooks.org](http://www.ababooks.org), and from major online booksellers.

For more information about Numbering Assistant, please contact Shirley Gorman at (206) 344-8966 or by email at [NumberingAssistant@payneconsulting.com](mailto:NumberingAssistant@payneconsulting.com).

### **About Payne Consulting Group**

Payne Consulting Group is a software training and development company headquartered in Seattle, Washington. The company has written numerous books on Microsoft Office, including *Word 2003 for Law Firms* and *Excel for Law Firms*. As creators of the widely adopted Assistants (Metadata, Numbering, Forms, Agreement, Pleadings, Styles, and Address), Payne is committed to providing tools that are essential to every law firm. From helpdesk, IT, and end-user training to project management, courseware, and migration planning, Payne Consulting Group is a one-stop solution for software migration needs.