

What I need from you

Acceleration Cost Quantum

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. Instruction trail **ESSENTIAL**

Why I need it. Fixes the period and the measures as fact.

Where you'll find it. The instruction file, or the thread where the pressure was applied.

Without it. The quantum has no anchor

2. Payroll, both periods **ESSENTIAL**

Why I need it. The premium only exists against a base.

Where you'll find it. Your accounts exports and the purchase ledger.

Without it. The claim is a round number

3. Allocation records **IMPORTANT**

Why I need it. Ties gangs and hours to the accelerated work.

Where you'll find it. The site office files and the payroll or hire exports.

Without it. The other side says the labour was ordinary working

4. Plant and supervision records **IMPORTANT**

Why I need it. The non-labour measures.

Where you'll find it. The site office files and the payroll or plant hire exports, plus whoever managed supervision on the accelerated shifts.

Without it. Those heads fall away

5. Programme position **ESSENTIAL**

Why I need it. The adopted input, attributed.

Where you'll find it. Your planner, or the analysis commissioned alongside this work.

Without it. Nothing to attribute; stop

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.