

What I need from you

Adjudication Support & Claims Preparation

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. The contract and every amendment **ESSENTIAL**

Why I need it. What the whole dispute is decided under.

Where you'll find it. The order email or the job's commercial folder normally holds the signed copy; if it was never signed, send the last version exchanged and say so.

Without it. The whole dispute cannot be tested against its own terms, so no head can be answered properly.

2. Every notice served, both ways **IMPORTANT**

Why I need it. Notices decide more adjudications than arguments do.

Where you'll find it. The email trail with the other side's commercial team; search their contact and the project name and forward what comes back.

Without it. Whether a condition on a head was actually satisfied cannot be checked, so it gets valued as if it were and flagged as a risk.

3. All applications and certificates **ESSENTIAL**

Why I need it. The financial history.

Where you'll find it. Applications come from whoever issues them, usually the sent items folder or the export from your accounts system; certificates come from the other side's emails or your own accounts package.

Without it. There is no financial history to test the claim against, so the sums in dispute cannot be established.

4. The correspondence **IMPORTANT**

Why I need it. The evidence, and the honest state of it.

Where you'll find it. An inbox search across the project's contacts usually surfaces it; forward threads whole rather than picking from them.

Without it. A point that only the correspondence could prove or disprove is left as merely asserted either way.

5. The records **IMPORTANT**

Why I need it. What is being answered.

Where you'll find it. Whoever manages the site records, or the site team's own folders and phones: allocation sheets, daywork sheets, plant returns and diaries, exactly as they were kept.

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Without it. A head with no record behind it by the deadline is treated as unsupported, however strong the underlying case.

6. The referral or the response **ESSENTIAL**

Why I need it. The document the work answers.

Where you'll find it. This one is not on your systems: it is the notice of adjudication and the referral itself, served on you or by you. Send it exactly as served, appendices included.

What good looks like. the full document with its appendices and the bundle, paginated.

Without it. There is nothing to answer, so the work cannot start.

7. The timetable and the appointing body **ESSENTIAL**

Why I need it. The timetable governs every internal deadline behind it.

Where you'll find it. The adjudicator's directions, sent to whoever received them first. Forward the email or letter exactly as it arrived, not a summary of the dates.

Without it. None of the internal deadlines can be set, so the whole timetable behind the response is unreliable.

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.