

What I need from you

Budget & Cost Plan

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. Drawings and specification ESSENTIAL

Why I need it. The only thing a cost plan can price.

Where you'll find it. Your architect or designer holds them; a forwarded email does it.

Without it. There is nothing for the plan to measure, so it cannot be produced.

2. Site facts IMPORTANT

Why I need it. Ground and services are where self-builds surprise.

Where you'll find it. You know most of this already; the ground investigation, if one exists, fills in the rest.

Without it. The plan carries a stated allowance for the ground instead of a measured one, and the contingency covers what nobody has actually checked.

3. Funds and their timing ESSENTIAL

Why I need it. The cashflow half is built against it.

Where you'll find it. You and your lender hold this; the mortgage offer's stage-release terms are the useful page.

Without it. The cashflow cannot be built, and the plan cannot say whether the build is affordable.

4. Already committed IMPORTANT

Why I need it. The plan prices what remains, honestly.

Where you'll find it. Your bank statements or the invoices and orders already placed; list what has gone out or been signed for so far.

Without it. The plan prices the whole build rather than what is actually left to spend.

5. How the build is run, and the works type ESSENTIAL

Why I need it. The route decides how many accounts run in parallel, what quotes and valuations are levelled onto, and which contract a change belongs in.

Where you'll find it. You know this already and it takes two minutes: who holds the contracts, one builder for the whole job or trades engaged separately or a kit company plus trades; who designed it; and whether anyone is administering the contract or certifying payments. Say if it has changed since you started

Without it. The plan prices a build shape that may not be yours, and the procurement and labour assumptions behind every rate go unstated

6. The build programme intended ESSENTIAL

Why I need it. The review spreads every element across it, and the pinch months come out of it.

Where you'll find it. You or your designer hold this: the intended start date, the overall build duration, and roughly when each stage happens. A builder's or kit supplier's programme if one has been given to you.

Without it. The cashflow cannot be built, so the months when the build needs money faster than it arrives stay invisible until they happen.

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.