

What I need from you

Claim Quantum Build

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 entitlement position, and the time award or stated period, with its author **ESSENTIAL**

Why I need it. Quantum is calculated against an entitlement position, never in place of one.

Where you'll find it. Whoever is running the claim, you or your representatives, will have the current version

Without it. There is no period to calculate the quantum against, so the build cannot start

2. Cost records: the job cost ledger for the whole project **ESSENTIAL**

Why I need it. The primary evidence of what was spent.

Where you'll find it. The accounts system's exports and the site's returns

Without it. There is no primary evidence of what was spent, so nothing in the build can be costed

3. Allocation sheets, timesheets and plant returns **IMPORTANT**

Why I need it. What proves the resource was on the affected work.

Where you'll find it. The accounts system's exports and the site's returns

Without it. Cost that cannot be tied to the affected work is left out of the claim rather than estimated

4. Invoices and payroll records **ESSENTIAL**

Why I need it. What proves the cost was actually incurred.

Where you'll find it. The accounts system's exports and the site's returns

Without it. There is nothing to prove the cost was actually incurred, so it cannot be included

5. The prelims build-up from the tender **IMPORTANT**

Why I need it. The basis for anything prolongation related.

Where you'll find it. Your estimator's tender file, or wherever the pricing that won the job is kept

Without it. The prolongation figures rest on the resource level you state rather than on what was actually priced

6. The executed contract and every amendment **ESSENTIAL**

Why I need it. What the recoverable heads actually are.

Where you'll find it. The job's commercial folder or the original order email

Without it. There is no way to know what heads are even recoverable, so the build cannot start

7. The programme, as-planned and as-built or updated OPTIONAL

Why I need it. The period the money is calculated against.

Where you'll find it. Your planner's programme files, both the tender version and whatever has been updated since

Without it. There is nothing independent to fix the affected period against, so the build relies on the stated period alone

8. The variation account and any loss and expense already certified ESSENTIAL

Why I need it. What has already been recovered.

Where you'll find it. The valuations and variation account your QS maintains, or whatever payment record shows what has already been certified

Without it. Money already recovered cannot be deducted, so the claim risks double counting what has already been paid

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.