

What I need from you

Contract Clause Negotiation Support

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 amendments ESSENTIAL

Why I need it. What is being negotiated.

Where you'll find it. The email thread with the other side and whoever has been holding the working copy.

Without it. There is nothing to negotiate against, so the exercise cannot start

2. The clauses objected to IMPORTANT

Why I need it. Where you want to land.

Where you'll find it. The output of the review stage, or your own notes if the review was done in-house.

Without it. The clauses in issue are chosen by Jack from his own reading rather than confirmed by you, and the first matrix has to go back as a question instead of a starting position

3. The counterparty's stated position IMPORTANT

Why I need it. What the other side has conceded or refused.

Where you'll find it. Your own notes, the meeting minutes, and the informal emails that followed the calls.

What good looks like. the actual correspondence, plus notes of any call.

Without it. Positions rest on your recollection of what was said, without a written record to support them

4. Commercial priorities and red lines IMPORTANT

Why I need it. What can be traded and what cannot.

Where you'll find it. Usually nothing written exists for this. Tell Jack in your own words what matters most on this job, whether that is cashflow, programme certainty or the size of the variation account.

Without it. The negotiation cannot tell which positions are worth spending credit on, and the ranking rests on priced exposure alone

5. The date it must be signed by ESSENTIAL

Why I need it. The date that governs the whole exercise.

Where you'll find it. Your own procurement programme, or the completion date your client or the head contract is holding you to.

Without it. There is no date to work the negotiation timetable back from

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.