

What I need from you

Contract Review & Amendment Schedule

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 draft contract as offered, with its revision and date **ESSENTIAL**

Why I need it. The document that governs everything, and the revision the whole pack is built against.

Where you'll find it. The tender return email, the employer's or main contractor's order, or the buying folder for the package.

Without it. There is no document to review, so nothing in this service can start

2. Every schedule, appendix and annexe **IMPORTANT**

Why I need it. The terms are rarely all in the front end.

Where you'll find it. The tender return email, the employer's or main contractor's order, or the buying folder for the package.

Without it. Terms that live in a schedule rather than the front end, often where the money is, go unreviewed

3. The schedule of amendments **ESSENTIAL**

Why I need it. Where the risk is usually moved.

Where you'll find it. The tender return email, the employer's or main contractor's order, or the buying folder for the package.

What good looks like. everything the contract's own list of documents names.

Without it. The review cannot say where the risk has actually been moved, which is the point of the exercise

4. The order or appointment **IMPORTANT**

Why I need it. What was actually placed.

Where you'll find it. Your own purchase order system, or the order email that was actually sent.

Without it. Anything the order or purchase order adds or changes sits outside the review entirely

5. Correspondence forming the deal **IMPORTANT**

Why I need it. What has been agreed so far, ahead of signature.

Where you'll find it. The email thread with whoever you dealt with before signing, or your own notes of any call, in date order.

Without it. An agreement made before signing but left out of the contract may go unnoticed, even though you believe it is included

6. The programme referred to IMPORTANT

Why I need it. The dates the terms attach to.

Where you'll find it. The estimator's file, the tender build-up, or simply a short note from whoever priced it.

Without it. The payment cycle and notice periods are worked from the contract's dates alone, with nothing to attach them to on the ground

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.