

What I need from you

Counterclaim & Contra-Charge 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. Contract ESSENTIAL

Why I need it. Basis and notice provisions per item.

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

Without it. Rows have no anchor

2. Candidate list ESSENTIAL

Why I need it. The scope of the build.

Where you'll find it. The project team's tracker, the snag lists and the commercial file.

Without it. Items surface late and unbuilt

3. Records per item IMPORTANT

Why I need it. The difference between a claim and an assertion.

Where you'll find it. The site files and the team's phones.

Without it. The item is cut

4. Account position ESSENTIAL

Why I need it. The schedule must land somewhere.

Where you'll find it. Your QS's working files, or the last agreed valuation or certificate showing where the account currently stands.

Without it. No deliverable context

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.