

What I need from you

Emergency Notice Desk

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's payment clauses, and the schedule of amendments **ESSENTIAL**

Why I need it. The dates come from here and nowhere else.

Where you'll find it. The signed contract in the job's commercial folder or attached to the original order email.

Without it. The deadline cannot be fixed, and any date given to you may be wrong

2. The application or the notice in question, as received **ESSENTIAL**

Why I need it. The document the whole answer turns on.

Where you'll find it. It arrived by email or portal within the last few days, so it is usually still near the top of someone's inbox.

Without it. There is nothing to test for validity, and no response can be drafted

3. The dates and the proof of service, both ways **IMPORTANT**

Why I need it. Validity usually turns on service.

Where you'll find it. Whoever sent or received the application or notice holds the original email with its timestamp: forward that rather than retyping the date.

What good looks like. the original email with its timestamp, or a delivery receipt.

Without it. The service date rests on your word alone, and any validity finding built on it is marked unevicenced

4. The sum and the grounds for any deduction **IMPORTANT**

Why I need it. What is at stake, and on what ground.

Where you'll find it. Whoever priced the application holds the working file; if the figures only exist on paper, send the scan and say so.

Without it. No notice can be drafted, because a notice must state a sum and its basis, so the fallback response goes instead

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.