

What I need from you

Final Account Assembly, Negotiation & Agreement

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 sum, and the executed contract it comes from **ESSENTIAL**

Why I need it. The base the account is built from.

Where you'll find it. The job's commercial folder for the contract; the tender folder or a contract appendix for the pricing document.

Without it. The account has no fixed base, so every other figure in it is provisional too.

2. Every variation and its status **ESSENTIAL**

Why I need it. The largest moving part.

Where you'll find it. The variation register, the instruction file and the correspondence trail, however rough.

Without it. The largest part of the account cannot be valued, so the account cannot be closed.

3. The claims **IMPORTANT**

Why I need it. What is claimed beyond the measured work.

Where you'll find it. The site diaries, the cost ledger and the project correspondence.

Without it. Anything claimed beyond the measured work simply does not appear in the account, whether or not it is owed.

4. The contra-charges, with the ground for each **IMPORTANT**

Why I need it. What is being deducted and why.

Where you'll find it. The site diaries, the cost ledger and the project correspondence.

Without it. Deductions taken against you are carried at face value, with no check on whether they were properly notified.

5. All valuations and certificates **ESSENTIAL**

Why I need it. The running position and what has already been agreed.

Where you'll find it. The payment folder, application by application.

Without it. There is no running position to build the account from, so nothing can be reconciled to what has already been paid.

6. The correspondence **IMPORTANT**

Why I need it. What has already been conceded or established.

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Where you'll find it. The site diaries, the cost ledger and the project correspondence.

Without it. Anything you and the other side have already agreed gets treated as still in dispute.

7. The records supporting each head **IMPORTANT**

Why I need it. An unevidenced head is a head that gets discounted.

Where you'll find it. The site diaries, the cost ledger and the project correspondence.

Without it. A head with nothing behind it gets discounted or dropped, however strong it actually is.

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.