

What I need from you

Final Account Dispute

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 final account as submitted, with the build-up behind every head **ESSENTIAL**

Why I need it. The base you map onto.

Where you'll find it. Your QS's working file for the submission.

Without it. There is no base to build the recovery from, so nothing else in the review can start.

2. Any Final Account Review already done **OPTIONAL**

Why I need it. The graded position you start from.

Where you'll find it. Wherever that review was delivered to you: your inbox, or the folder you filed it in when it landed.

Without it. The review starts from nothing instead of a position already tested, and work already paid for gets repeated.

3. The counterparty's assessment, as they issued it **ESSENTIAL**

Why I need it. The other half of the gap.

Where you'll find it. The thread with their commercial team; forward it whole, including the unanswered chasers.

Without it. There is nothing to measure the gap against, so the case is built blind to what is actually being offered.

4. Their stated grounds, in writing **IMPORTANT**

Why I need it. What they actually rely on, as opposed to what was said.

Where you'll find it. Their rejection letter, a marked up account, or any schedule they have sent setting out their reasons. If all you have is what was said on a call, send that and say so.

Without it. There is no ground on paper to test on that head, so nothing in the case answers what they actually rely on, only what was said on a call.

5. The executed contract and every amendment **ESSENTIAL**

Why I need it. The valuation rules the account has to satisfy.

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

Without it. The account cannot be tested against the rules it has to satisfy, so the case has no anchor.

6. Variation instructions, valuations and the payment history ESSENTIAL

Why I need it. The largest moving part, and the reconciliation.

Where you'll find it. Your QS's variation tracker and the run of applications and certificates from the first to the last.

Without it. The largest part of the case cannot be reconciled, and that is exactly where the biggest recoverable sums usually hide.

7. Any period of delay relied on, and who assessed it IMPORTANT

Why I need it. Adopted and attributed, never assessed here.

Where you'll find it. Your programmer's report, or whoever produced the delay analysis you are relying on.

Without it. The prolongation head is carried with no period behind it, and its figure stands on your own account alone, unattributed to anyone who assessed it.

8. Any deadline: referral period, conclusivity, limitation ESSENTIAL

Why I need it. These can end the matter before it starts.

Where you'll find it. The contract's dispute resolution clause for the referral period, and your solicitor for limitation.

Without it. A deadline can pass unnoticed, and the whole matter can be lost on time before the merits are ever reached.

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.