

What I need from you

Final Account Review

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 account as submitted or assessed **ESSENTIAL**

Why I need it. What is being reviewed.

Where you'll find it. Whoever drafted it, your QS or your accounts team, holds the working file.

Without it. There is nothing to review, so the exercise cannot start.

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

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

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

Without it. The account cannot be tested against anything, so every head is reviewed against guesswork instead of its own contract.

3. The variation account and register **ESSENTIAL**

Why I need it. The largest moving part.

Where you'll find it. Your QS's variation tracker or the schedule attached to the account itself. Where the two disagree, send both.

Without it. The biggest part of the account cannot be checked, and it is the part most likely to carry an error.

4. Every valuation and certificate **ESSENTIAL**

Why I need it. The payment history the account reconciles to.

Where you'll find it. Your QS's file of applications and the certificates returned against them, from the first valuation to the last.

Without it. The account cannot be reconciled to what has actually been paid, and a certificate missing from the middle is exactly where a variation goes unaccounted for.

5. The correspondence **IMPORTANT**

Why I need it. What was conceded or established along the way.

Where you'll find it. The project inbox; forward the threads with the other side's commercial team whole.

Without it. No head can be marked as agreed, even where it plainly was, and a position you actually won might get treated as still open.

6. The records behind each head IMPORTANT

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

Where you'll find it. Wherever each head's backup normally sits: your QS's measures, the site diary, or the folder where day sheets and delivery tickets are kept.

Without it. That head is graded weak or unsupportable on its own say so, whatever the truth of it.

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.