

What I need from you

Fluctuations & Price Escalation Claims

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 and particulars **ESSENTIAL**

Why I need it. Whether machinery applies, and which.

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

Without it. Nothing can be computed

2. Base date and tender pricing **ESSENTIAL**

Why I need it. The zero point every movement is measured from.

Where you'll find it. Your priced tender return or cost plan, in your QS's working files or wherever tender documents are kept.

Without it. The claim is gross, and wrong

3. Dated invoices **IMPORTANT**

Why I need it. The record method's feedstock, and the reality check for the index method.

Where you'll find it. Your accounts system and the purchase ledger.

Without it. Computation is theoretical

4. Access to the published index series the contract names, across the contract period **ESSENTIAL**

Why I need it. On an index method the movement side is these values and nothing else.

Where you'll find it. The publisher of the series the contract names. The practice pulls and saves it where the series is free to read; where it is subscription-only, discontinued or superseded, it comes from your own subscription or whoever in your commercial team holds it.

Without it. Nothing can be computed on an index method

5. Notices IMPORTANT

Why I need it. Conditions precedent live or die here.

Where you'll find it. The formal correspondence file, and your planner if the periods are disputed.

Without it. Entitlement untested

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.