

What I need from you

Liquidated Damages Deduction 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. Contract and particulars **ESSENTIAL**

Why I need it. The rate, the machinery, the preconditions.

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

Without it. Nothing can be tested

2. Extension decisions **ESSENTIAL**

Why I need it. Fix the completion date as it stands.

Where you'll find it. The contract administrator's award letters, filed with the certificates and the formal correspondence.

What good looks like. the award letters with revised completion dates stated.

Without it. The period is wrong

3. Completion certificates **ESSENTIAL**

Why I need it. Preconditions and proportioning triggers.

Where you'll find it. The contract administrator's issues and the formal correspondence file.

Without it. Two of the main failure modes untestable

4. Deduction papers **ESSENTIAL**

Why I need it. Timing and content of the notices.

Where you'll find it. The payment paperwork for the period the deduction landed in.

Without it. The payment-machinery test fails silently

5. Their computation IMPORTANT

Why I need it. What exactly is being checked.

Where you'll find it. Attached to the pay less notice or assessment as it was served, if the other side set out a calculation.

Without it. You are checking a guess at their arithmetic

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.