

What I need from you

Main Contractor Insolvency Response

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. What is actually known ESSENTIAL

Why I need it. Administration, liquidation and rumour need different first moves.

Where you'll find it. Your inbox and your site manager's phone, from the last day or two.

Without it. The response cannot be matched to the right situation, and guessing wrong at this stage wastes the hours that matter most

2. Subcontract IMPORTANT

Why I need it. The insolvency and termination clauses decide the lawful options.

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

Without it. Every notice and the stop-or-suspend decision rest on the statutory position rather than on what your own contract actually says

3. Account position IMPORTANT

Why I need it. The claim is crystallised from it.

Where you'll find it. Your accounts package and the job's application folder.

Without it. The claim is built from the site measure and whatever paper exists, with applied, certified and paid figures marked unconfirmed

4. Physical position IMPORTANT

Why I need it. The recoverable assets are lost fastest.

Where you'll find it. Whoever is on or near site takes them now; I say what to shoot if you are unsure.

Without it. Anything you cannot evidence is listed as claimed but unevicenced rather than claimed in full, and materials on site are the easiest thing to lose to someone else's inventory

5. Tomorrow's labour ESSENTIAL

Why I need it. The most urgent decision has a deadline of dawn.

Where you'll find it. The site diary and whoever runs your labour.

Without it. The decision on whether to send people to site tomorrow gets made by default rather than deliberately, and that is a cost either way

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.