

What I need from you

Measurement & Bills of Quantities

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. Drawings and specification, revisions marked **ESSENTIAL**

Why I need it. The only source quantities can come from.

Where you'll find it. The tender email or portal download; forward it as received and say if anything looks incomplete.

Without it. There is no set to measure from, and nothing can be taken off

2. Output form and measurement basis **IMPORTANT**

Why I need it. NRM2, SMM7 habit and builder's quantities are different products.

Where you'll find it. Whoever will price it knows; if in doubt, send an example from a past tender.

Without it. The bill defaults to builder's quantities in a pricing spreadsheet, which may not be the form your estimator actually prices from

3. Tender return date **IMPORTANT**

Why I need it. Sets the working-back deadline.

Where you'll find it. The invitation letter or the tender portal.

Without it. The measurement is worked to the standard turnaround rather than to your actual deadline, and could land after the date you need 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.