

What I need from you

Notice & Deadline Tracking

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. Every executed contract and its amendments ESSENTIAL

Why I need it. Every date is derived from the contract, not from habit.

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

Without it. There is no register at all: no date can be calculated without the contract it comes from

2. The list of live contracts ESSENTIAL

Why I need it. What is in scope for tracking.

Where you'll find it. Your own contracts list or project tracker, pulled together in one place, showing what is live today.

Without it. The register can never be confirmed complete: a contract you forgot to mention simply never appears in it

3. The application dates actually being used IMPORTANT

Why I need it. Dates used can differ from dates required, and that difference matters.

Where you'll find it. Whatever your team actually works to day to day: a written schedule if you keep one, or just tell me what happens in practice.

Without it. You are not told where your team's practice already differs from the contract, which is the gap that catches people out

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.