

What I need from you

Payment & Pay Less Notice Checking & 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. The notice received, as received **ESSENTIAL**

Why I need it. The document whose validity is in question.

Where you'll find it. The inbox of whoever the payer sends them to.

Without it. There is no document whose validity is even in question, so the review cannot start.

2. The application it responds to **ESSENTIAL**

Why I need it. What it is answering.

Where you'll find it. The payment folder or the sent items of whoever issued it.

Without it. There is nothing to test the notice against, so whether it answers the right application, for the right sum, cannot be checked.

3. The subcontract and every amendment **ESSENTIAL**

Why I need it. The clauses that decide validity: the payment clauses, the notices clause, and the applications clause with any condition precedent wording, which the work tests your own application against.

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

Without it. There are no clauses to test the notice against, so validity cannot be assessed at all, and the application cannot be tested either, so no notified sum can be calculated.

4. Proof of the dates of service, both ways **IMPORTANT**

Why I need it. Validity usually turns on a date.

Where you'll find it. The original sent email with its headers for your own application, and the payer's covering email for their notice; forwarded copies with the headers stripped will not fix the date.

Without it. The date the notice arrived is taken from what the notice itself says or from your covering email, not from proof, so a validity finding that turns on timing is only as good as an unproven date.

5. The previous cycle's notices OPTIONAL

Why I need it. What the pattern was last cycle.

Where you'll find it. The same inbox that received this cycle's notice, one cycle back, if you keep them.

Without it. There is nothing to compare this cycle's pattern against; the review still runs on this cycle alone.

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.