

What I need from you

Payment & Pay Less Notice Assembly & Issuance

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 assessment with its build-up **ESSENTIAL**

Why I need it. The sum and where it came from.

Where you'll find it. Your surveyor's working papers, or the assessment I have just handed you.

Without it. There is no sum and no build-up to draft the notice from, so nothing beyond the header can be prepared.

2. Every deduction with its ground **IMPORTANT**

Why I need it. A deduction without a ground fails.

Where you'll find it. Your surveyor's working papers, or the assessment I have just handed you.

Without it. Any deduction without its clause and its own amount is left out of the notice altogether, and reported back as sought but not applied.

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

Why I need it. The periods and the form that decide validity.

Where you'll find it. The buying folder or each order's confirmation email.

Without it. There are no periods, form or route to draft the notice against, so nothing can be prepared at all.

4. The applications received **ESSENTIAL**

Why I need it. What the notice answers.

Where you'll find it. The payment folder and the inbox of whoever the subcontractors apply to.

Without it. There is nothing to fix which application the notice answers, so the notice cannot be drafted at all.

5. The email that transmitted each application, with its headers **IMPORTANT**

Why I need it. The date the period runs from, proven rather than asserted.

Where you'll find it. The inbox of whoever the subcontractors apply to; the original received email, not a forwarded copy, because forwarding strips the headers that fix the date.

Without it. The application date is taken from the date printed on the application itself, so every period counted from it, and therefore every notice date, rests on an unproven date.

6. Every certificate and notice already issued on this account ESSENTIAL

Why I need it. The previously certified figure the notice deducts, and the running position.

Where you'll find it. The payment folder, or your own file of certificates and notices issued on this account.

Without it. The previous certified sum cannot be checked. The application's own statement is the payee's figure, not evidence of the payer's certification, so reconciliation to the previous certificate cannot be completed.

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.