

What I need from you

Pre-Contract Payment Terms Review

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 draft subcontract and every amendment **ESSENTIAL**

Why I need it. The terms being reviewed before they bind.

Where you'll find it. Attached to the email asking you to sign, or in the other side's procurement portal under the project.

Without it. There is nothing to review, and nothing can be flagged before signature

2. The order **IMPORTANT**

Why I need it. What is actually being placed, and on what terms.

Where you'll find it. The order acknowledgement or the letter of intent your commercial team issued or received; if nothing has been placed yet, say so in writing.

Without it. The review checks the draft alone, with no confirmation that what is actually being placed sits on the same terms

3. The intended application dates **IMPORTANT**

Why I need it. The dates the mechanism has to work around.

Where you'll find it. There is no document for this: just state them in the email, the date you apply on and the date you expect to make the first application.

Without it. The working day counts in the review are assumed rather than yours, and every date in it can move once your real dates arrive

4. The payment clauses from your own contract above this one, and its particulars **IMPORTANT**

Why I need it. The review sets this subcontract's cycle against the cycle you are paid on, and the gap between the two is the cashflow finding.

Where you'll find it. The main contract, or your own subcontract with the party above them: the payment section and the contract particulars. An extract is enough, and your commercial team holds it.

Without it. There is no upstream cycle to set the subcontract against, so the cash gap cannot be calculated and the work falls back to testing the dates against your routine alone

5. The value you expect the first application to be **IMPORTANT**

Why I need it. Allows the effect of the payment terms to be stated in cash, using your expected application value.

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Where you'll find it. State your expected first application value in the email. There does not need to be a separate document.

Without it. Every effect in the report is stated in days, and what a missed notice actually costs is never put in money

6. Who values this package for you each month, and what else that person is committed to in the week the payment notice falls due IMPORTANT

Why I need it. Tests whether the payment periods can work with your actual routine and availability.

Where you'll find it. There is no document for this: ask the commercial lead who will run the package. A named person and their monthly commitments is enough.

Without it. The working days available can be counted from the clauses but not tested against what you can actually do, so the workability finding cannot be made

7. The date the contract must be signed by ESSENTIAL

Why I need it. It is the constraint that shapes the whole commission. The delivery date is worked backwards from it, and a review that lands after it is worth very little.

Where you'll find it. Confirm the required date by email so I can record it and plan the review against it.

Without it. There is no deadline to plan the work against, and no way to tell on day one whether the review will land in time to be used

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.