

What I need from you

Professional Appointment 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. Every appointment document, complete ESSENTIAL

Why I need it. The terms behind a proposal usually carry the risk; a proposal alone cannot be reviewed properly.

Where you'll find it. Your inbox; forward everything as it arrived, nothing tidied.

Without it. The review is checking a fee it cannot fully see, so the report has to flag every gap in the paperwork rather than close it.

2. The brief given IMPORTANT

Why I need it. A fee can only be judged against what was asked for.

Where you'll find it. Your sent folder, or your own memory written down.

Without it. There is nothing to test the fee against except a general sense of the project, so each proposal ends up judged as reasonable in isolation instead of against what you actually asked for.

3. The whole-project budget, and what of it is construction IMPORTANT

Why I need it. A percentage fee is charged on the construction cost and not on the whole budget, so the construction cost has to be derived from the budget before any fee can be tested against the number it will actually be charged on.

Where you'll find it. You hold all of this already; a few plain lines do it.

Without it. A percentage fee cannot be turned into a cash figure, so the comparison has to guess at what each proposal will actually cost you.

4. The route ESSENTIAL

Why I need it. Decides which duties are being bought and which are silently left with the household.

Where you'll find it. You hold all of this already; a few plain lines do it.

Without it. The review cannot tell which duties each appointment is actually buying, so gaps that fall to you silently stay hidden.

5. The works type ESSENTIAL

Why I need it. Renovations and conversions carry survey and existing-condition work that new builds do not.

Where you'll find it. You hold all of this already; a few plain lines do it.

Without it. The survey and existing-condition work a renovation or conversion needs gets missed from the comparison entirely.

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.