

What I need from you

Project Commercial Health Check

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. Contract and amendments **ESSENTIAL**

Why I need it. Everything is tested against what actually governs.

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

Without it. The check has no document to test the job against, and that becomes the first finding itself

2. Payment paper trail **IMPORTANT**

Why I need it. The money reconciliation is the spine of the check.

Where you'll find it. The email trail and the portal, one folder per cycle if you keep one.

Without it. Any cycle with no paper behind it becomes a gap on the record, reported as a finding rather than reconciled

3. Variation account **IMPORTANT**

Why I need it. Usually the largest unagreed exposure.

Where you'll find it. The QS's working file, or the site team's list if that is where it lives.

Without it. The account is rebuilt from whatever instructions and correspondence exist, and having no register at all becomes a finding in its own right

4. Records as they are **IMPORTANT**

Why I need it. Untidied records are the finding, not an obstacle to it.

Where you'll find it. Site folders, phones, whiteboards, wherever they truly live.

Without it. The records are graded on whatever was actually produced, and thinness is reported as the finding rather than excused

5. Ten minutes of answers OPTIONAL

Why I need it. The papers say what happened; the answers say why.

Where you'll find it. Whoever runs the job commercially day to day: ten minutes on the phone or in person once the papers are in front of me.

Without it. The report simply notes the conversation did not happen; nothing else changes

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.