

What I need from you

Quantum Meruit & Letter of Intent Valuation

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. Instruction trail ESSENTIAL

Why I need it. Fixes the boundary of the unpriced ground.

Where you'll find it. The commercial folder and the negotiation thread.

Without it. The valuation has no scope

2. Build records ESSENTIAL

Why I need it. Prove what was done.

Where you'll find it. The site office files and the team's phones.

Without it. The measure is assertion

3. Cost records IMPORTANT

Why I need it. The cross-check basis, and the primary basis where measurement fails.

Where you'll find it. Your accounts system and purchase ledger.

What good looks like. a job-costed ledger with invoices behind it.

Without it. One-legged valuation

4. Payment history ESSENTIAL

Why I need it. The balance cannot be struck without it.

Where you'll find it. Your accounts package.

Without it. No deliverable

5. Your own build-up: tender or budget IMPORTANT

Why I need it. Supplies the labour constants and the overheads and margin percentage the rate build-ups are made from, in your own figures rather than an outsider's assumption.

Where you'll find it. The estimating file for the tender that was never concluded, and the standard build-up the estimator prices from.

Without it. Rates built on inputs you cannot own

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.