

What I need from you

Independent Quantum 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 claim and its full quantum build-up **ESSENTIAL**

Why I need it. What is being reviewed.

Where you'll find it. The working files of whoever built the position, in-house or external

Without it. There is nothing to review, so the review cannot start

2. The supporting records, organised by head **ESSENTIAL**

Why I need it. What the claim stands on.

Where you'll find it. The site office files, the QS's folders and the project inbox

Without it. The claim's figures cannot be traced back to anything, so most of the review cannot be run

3. The executed contract and every amendment **ESSENTIAL**

Why I need it. The rules the claim has to satisfy.

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

Without it. There is no way to know what rules the claim has to satisfy, so the review has nothing to test the claim against

4. The date by which the claim must be submitted or amended, if there is one, and where that date comes from **IMPORTANT**

Why I need it. It decides whether a repairable head can be repaired in time, which is what the work has to state and what the repaired figure is conditional on.

Where you'll find it. The contract's own provision for submitting or amending the claim, any extension of it agreed in the correspondence, or the timetable of any adjudication or proceedings already running

Without it. Every repair is stated on its production time alone with no deadline to test it against, so you cannot tell which repairs are still worth starting

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.