

What I need from you

Retention Recovery Sweep

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 batch list ESSENTIAL

Why I need it. Defines the sweep; the half-remembered jobs are usually the money.

Where you'll find it. Your accounts package, old job folders, or an evening's remembering.

Without it. There is nothing to sweep: the half-remembered jobs, usually where the money is, stay unrecovered

2. Contracts or orders IMPORTANT

Why I need it. The release mechanics live in them.

Where you'll find it. Old commercial folders, the order emails, the filing box nobody opens.

Without it. The release percentage and mechanics have to be reconstructed from the payment paper, or, failing that, the demand falls back to the statutory default position

3. Last account positions ESSENTIAL

Why I need it. What was actually held, against what should have been.

Where you'll find it. Your accounts package or the job's last paperwork.

Without it. There is nothing to value the retention against, and the sweep cannot say what is actually held

4. Completion and defects evidence per contract: the practical completion certificate or notice, the making good certificate, and the defects period stated IMPORTANT

Why I need it. The review turns each release trigger into a date from these, and every due date, overdue sum, interest day count and limitation horizon is computed from that date.

Where you'll find it. The job's completion paperwork, the main contractor's certificates, the handover file, or the payer if you can ask for a copy.

Without it. The moiety cannot be dated, so it carries a stated open question instead of a due date, is not chased for a sum and is not counted for limitation

5. Prior correspondence IMPORTANT

Why I need it. A promise in writing changes the chaser; a prior refusal changes the triage.

Where you'll find it. Sent items are usually more complete than inboxes.

Without it. The letters go out as first requests, treating every payer as not yet asked, even where one already has been

6. Your ledger view of what they believe is outstanding, with figures OPTIONAL

Why I need it. It is the claimed figure recorded, and the figure the independently traced total is set against; the difference between claimed and traced is a finding you are told.

Where you'll find it. The accounts package's retention or debtors report, the aged debt listing, or your own list.

Without it. There is no claimed figure to set the traced total against, so the sweep can say what the paper proves but not what your own belief was, and the gap between the two is never quantified

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.