

What I need from you

Signed Contract 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 full contract, with every schedule, appendix and amendment **ESSENTIAL**

Why I need it. The review is a read of the whole document, and the worst terms are in the amendments.

Where you'll find it. Usually attached to the order email from the other side's commercial team, or sitting in their procurement portal under the project; a phone scan of a paper copy is fine.

Without it. A review of the front end alone reads confident but misses the clause the job actually turns on, with no way of knowing it was missed

2. The order, any letter of intent, and the correspondence forming the deal **IMPORTANT**

Why I need it. What was agreed is not always what the drafted terms say.

Where you'll find it. The order confirmation email and a search of your inbox for the other side's contact and the project name usually surface the whole trail in a few minutes.

Without it. The review takes the signed document to govern on its own terms, with no check on whether anything in the deal actually varies it

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.