JACK BUTLER-KETTLE

What I need from you

Subcontractor Account Administration

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. All subcontracts, executed, with amendments ESSENTIAL

Why I need it. The terms governing each account.

Where you'll find it. The buying folder or each order's confirmation email.

Without it. There is nothing to build the tracker from: no rates, no notice periods, no basis for a single account

2. Every application received on each account ESSENTIAL

Why I need it. The running position on each.

Where you'll find it. The payment folder, the accounts system and the QS's or director's working spreadsheets.

Without it. The running position on each account cannot be shown: you will not know what has actually been claimed

3. Every notice and certificate issued ESSENTIAL

Why I need it. What was served and when.

Where you'll find it. The payment folder, the accounts system and the QS's or director's working spreadsheets.

Without it. There is nothing to prove what was served and when, so the tracker cannot show whether a subcontractor's claim was properly answered

4. Every contra-charge, with its ground IMPORTANT

Why I need it. What has been deducted and on what basis.

Where you'll find it. The commercial folder, the accounts system and whoever has been applying the deductions.

Without it. Every deduction found in the certificates is carried as unsupported until you produce the ground, which is not the same as it being wrong, but it reads that way in the tracker

5. The retention terms and what is held IMPORTANT

Why I need it. What is held and when it falls due.

Where you'll find it. The commercial folder, the accounts system and whoever has been applying the deductions.

Without it. Retention held is taken from the certificates alone, so any account where neither the subcontract nor a certificate states a figure is left uncertain

6. The final account position on each IMPORTANT

Why I need it. Where each account stands against its final figure.

Where you'll find it. Whatever you use to track completion: an account status list, the closing correspondence, or simply what you would tell me the position is on each package.

Without it. Accounts that are actually finished stay open in the tracker indefinitely, tying up retention and provision that could otherwise be released

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.