

# What I need from you

## Subcontractor Final Account Agreement

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 subcontract, executed, with amendments **ESSENTIAL**

**Why I need it.** The terms the account is settled under.

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

**Without it.** There are no confirmed terms to assess the account against, so nothing in the assessment can be relied on.

### 2. Every application and every certificate **ESSENTIAL**

**Why I need it.** The full history of the account.

**Where you'll find it.** The payment folder and the cost ledger.

**Without it.** There is no running payment history to test the account against, so the assessment has nothing to reconcile to.

### 3. The variations, with the instructions behind them **ESSENTIAL**

**Why I need it.** What was instructed and what was agreed.

**Where you'll find it.** The instruction file, the site team's records and the project correspondence.

**Without it.** Instructed changes cannot be tested against what actually happened, so they get resisted or discounted for want of evidence.

### 4. The contra-charges, with grounds and notices **IMPORTANT**

**Why I need it.** What is deducted and whether it was notified.

**Where you'll find it.** The payment folder and the cost ledger.

**Without it.** The deduction is written off in the assessment, whether or not it was actually justified.

### 5. The retention position **OPTIONAL**

**Why I need it.** What is held and what releases it.

**Where you'll find it.** Whoever manages the subcontract accounts holds the retention schedule or ledger. Ask for the percentage, the sum held and any release already made.

**What good looks like.** an open item list with evidence and value.

**Without it.** The assessment cannot say what should actually be released back to the subcontractor.

### 6. The defects status **IMPORTANT**

**Why I need it.** What is still open against them.

## JACK BUTLER-KETTLE

**Where you'll find it.** The site manager or whoever handled the snagging holds the open items list. If nothing is written down, ask them to list what is still outstanding.

**What good looks like.** an open item list with evidence and value.

**Without it.** There is nothing to justify holding retention against defects, so the assessment cannot back up keeping the money.

## How to send it

Everything to [contact@jackbutlerkettle.com](mailto: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.