

What I need from you

Termination Account & Cost to Complete

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. Contract and amendments **ESSENTIAL**

Why I need it. The account is whatever the termination provision says it is.

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

Without it. You are building the wrong account

2. Extension of time awards made before termination, or written confirmation that none was made **ESSENTIAL**

Why I need it. Fixes the denominator of the preliminaries apportionment, the contract period as extended.

Where you'll find it. The contract administrator's or certifier's award letters; the employer's contract file and the contractor's hold the same letters.

Without it. The apportionment is run over the contract particulars period, which overstates the weekly amount, or it cannot be run at all

3. Termination correspondence **ESSENTIAL**

Why I need it. Fixes the date and the provision operated.

Where you'll find it. The formal correspondence file; they usually went by recorded post and email together.

Without it. The account has no anchor date

4. Payment history **ESSENTIAL**

Why I need it. The paid side of the balance.

Where you'll find it. Your QS's working files hold the applications and certificates, or ask whoever issued them for copies from their sent items.

Without it. The balance cannot be struck

5. Records at termination **IMPORTANT**

Why I need it. Evidence of work executed.

Where you'll find it. The site office files and your QS's working folders.

Without it. The valuation is assertion

6. Completion contract and account ESSENTIAL

Why I need it. The other half of an employer-side account.

Where you'll find it. Whoever ran the completion holds them; for the terminated side, they usually arrive attached to the claim against you.

Without it. The deduction cannot be tested

7. The priced document the contract rates live in, with its preliminaries section: the contract bills, the contract sum analysis, the schedule of rates or the priced activity schedule, whichever of them the contract names as a contract document ESSENTIAL

Why I need it. The review values the whole executed position at contract rates and apportions the priced preliminaries out of this document; the work prices the remaining scope at the same rates to compare with the completion cost.

Where you'll find it. Bound with the contract, or in the tender file. Whoever priced or checked the tender holds the working copy, usually in the format it was priced in.

Without it. Nothing can be valued at contract rates, so the account states what the work was worth without being able to show why

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.