

What I need from you

Variation Issuing & Registers

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 instructions, written and verbal ESSENTIAL

Why I need it. A verbal instruction never confirmed becomes no instruction at all.

Where you'll find it. The job's commercial folder and the inbox of whoever has been fielding the instructions.

Without it. A verbal instruction nobody confirms in writing simply disappears: there is no record of it ever having been given

2. Correspondence IMPORTANT

Why I need it. Where most instructions actually hide.

Where you'll find it. The job's commercial folder and the inbox of whoever has been fielding the instructions.

Without it. Instructions given in an ordinary email, rather than a formal instruction, never make it into the register at all

3. Drawing revisions, with the superseded revisions IMPORTANT

Why I need it. A revision is frequently a variation nobody has registered.

Where you'll find it. The drawing register kept by whoever issues drawings on the job, and the drawings folder itself, including the superseded revisions people usually delete.

Without it. A change buried in a drawing revision goes completely unnoticed, because there is nothing to compare the current drawing against

4. The contract's variation and instruction clauses ESSENTIAL

Why I need it. What decides whether something is an instruction and who may give it.

Where you'll find it. The job's commercial folder or the order email normally holds the signed copy.

What good looks like. dates, who gave it, what was said, what was done.

Without it. There is no way to tell what counts as a valid instruction or who is allowed to give one, so nothing in the register can be confirmed

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.