

What I need from you

Variation Pricing

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 instruction **ESSENTIAL**

Why I need it. What authorises the change, and who gave it.

Where you'll find it. The contract administrator's or main contractor's instruction email, and the drawing register.

Without it. There is nothing to price against: no authority for the change, so no valuation can start

2. Drawings or scope of the change **ESSENTIAL**

Why I need it. What the change actually is.

Where you'll find it. The contract administrator's or main contractor's instruction email, and the drawing register.

Without it. The change itself cannot be pinned down, so nothing about what actually changed can be priced

3. Contract rates or schedule of rates **ESSENTIAL**

Why I need it. The valuation basis the contract requires.

Where you'll find it. The tender folder, or an appendix bound into the contract itself.

Without it. There is no valuation basis, so the price has no anchor in what you actually agreed

4. Resource records **IMPORTANT**

Why I need it. What proves the resource actually used.

Where you'll find it. The site team's day book and phones, and the supplier invoices file.

Without it. Any resource that is not recorded is valued at nil, so the price ends up lower than the work actually cost

5. Programme impact, if any **IMPORTANT**

Why I need it. Prolongation is valued on the money only.

Where you'll find it. Your programmer's impact analysis, an updated programme, or a note giving the period and who assessed it.

Without it. Nothing is valued under preliminaries at all, so any prolongation cost from the change is simply left out

6. Daywork records if applicable IMPORTANT

Why I need it. The fallback where rates do not apply.

Where you'll find it. The site team's day book and phones, and the supplier invoices file.

Without it. Work that should have gone through daywork is valued under the ordinary rate rule instead, or at nil, which is rarely as much

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.