

What I need from you

Variation Valuation Dispute

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 disputed variation: the instruction and its scope **ESSENTIAL**

Why I need it. What is actually in issue.

Where you'll find it. The instruction itself is in your own file or the contract administrator's sent items, and any drawings or scope issued with it usually travel in the same email.

Without it. There is nothing to define what is actually in dispute, and the review cannot start

2. Both valuations, with build-ups **ESSENTIAL**

Why I need it. The difference is only explicable from both build-ups.

Where you'll find it. Your QS holds yours; the other side's arrived attached to an email or an assessment.

Without it. The difference between the two figures cannot be explained, and the case cannot be built

3. The contract rates or bill of quantities, the pricing preambles, and the tender build-up behind any rate that may have to be rebuilt **ESSENTIAL**

Why I need it. The rules the valuation should follow, and the composition of the bill rate a rebuild starts from.

Where you'll find it. The commercial folder or order email; the priced bill is often a separate file, so check it comes too. The build-up sits with the estimator's files rather than with the bill.

Without it. There is no rule set to test either valuation against, and a rebuild from a bill rate base cannot show the labour or plant content it adjusts

4. The records: allocation sheets, dayworks, plant returns, delivery tickets **IMPORTANT**

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

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

Without it. A rebuilt rate rests on published sources rather than your own resource, and it is marked as arguable at best

5. The correspondence on this variation IMPORTANT

Why I need it. What has already been conceded, by either side.

Where you'll find it. The thread between your commercial team and theirs.

Without it. Anything already conceded by either side is missed, and the position may have to move once it turns up

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.