**Jack Butler-Kettle**

contact@jackbutlerkettle.com

# Information for Claim Preparation and Assembly

Information request

| Document | Details |
|---|---|
| Purpose | A blank working resource for Claim Preparation and Assembly. |
| Version | 1.8 |
| Jurisdiction | Legal and procedural assumptions depend on the actual contract and jurisdiction. |
| Prepared | 13 September 2026 |
| Author | Jack Butler-Kettle. MCIArb, MICCP, MCSA, MQSI. |

Please send the information below as it stands, including incomplete drafts. Tell us what has already been sent, the next decision or deadline and any access restrictions. We will agree the scope and delivery date after reviewing the information available. You do not need to purchase a stress test first.

### 1. Written instruction, instructing party, heads to prepare, intended use and recipient, output requirements and included revision round

Required.

Why it is needed: Define the package and permitted role.

Where to find it: Client decision-maker and appointment.

Without it: Scope and reliance cannot be fixed.

If it does not arrive: We need an agreed purpose, party, output and revision scope before preparation can begin.

### 2. Executed contract or order, amendments, pricing documents and the valuation basis relied on

Required.

Why it is needed: Apply the actual valuation provisions and attribute dependencies.

Where to find it: Client contract records and solicitor.

Without it: A contract-based claim cannot be presented as verified.

If it does not arrive: We cannot present a verified contract-based claim without the relevant documents. A separately agreed factual or cost working may be possible, with legal questions referred.

### 3. Events, instructions, proposed claim heads and the client's account of what happened

Required.

Why it is needed: Connect the money to the matters claimed.

Where to find it: Client and project records.

Without it: The claim would be a total without an identified basis.

If it does not arrive: We need an identifiable account and records. Information gathering may be agreed first; we cannot invent events or a claim.

### 4. Job cost ledger, invoices, payroll, plant records, timesheets, allocations, tender build-ups and source rates relevant to each head

Required.

Why it is needed: Build and verify the costs and valuation inputs.

Where to find it: Accounts, commercial and site teams.

Without it: Unsupported sums cannot be claimed as evidenced cost.

If it does not arrive: Unsupported heads may have to be omitted or limited under an agreed scope. Missing costs will not be treated as confirmed zero.

### 5. Instructions, drawings, measured quantities, valuation records and evidence of work done, where relevant

Needed for the affected part of the claim.

Why it is needed: Build direct valuation and link it to the actual change or work.

Where to find it: Project team and document records.

Without it: Quantities and instructions may remain unverified.

If it does not arrive: We will identify the missing measurement or instruction and the affected head. Any permitted assumption will be stated; unverified quantities will not be presented as checked.

### 6. Attributed legal position and time analysis or period for heads relying on them, with source, status and date

Needed for the affected part of the claim.

Why it is needed: Separate specialist conclusions from the money calculation.

Where to find it: Client solicitor and competent time specialist.

Without it: Dependent heads remain conditional or cannot be built.

If it does not arrive: The affected legal or time-dependent conclusion will remain unresolved. A hypothetical calculation may be useful if clearly labelled. Other direct heads can continue where their inputs are sufficient.

### 7. Payment applications, assessments, certified or agreed amounts, payments, retentions, credits, earlier settlements and overlapping claims, or explicit confirmation of none

Required.

Why it is needed: Reconcile the claim to the complete account and avoid duplication.

Where to find it: Project accounts and correspondence.

Without it: The total may repeat money already valued, paid or resolved.

If it does not arrive: A reconciled package cannot be completed until the account and overlap are established. Isolated draft calculations may be agreed in the meantime.

### 8. Existing drafts or submitted versions, other advisers' work, responses, concessions and changes, or confirmation of none

Required.

Why it is needed: Preserve the actual position and explain changes.

Where to find it: Client and existing advisers.

Without it: A new package could conflict with what has already been said.

If it does not arrive: We need to establish the actual versions and communications. Any limited preparation will state what could not be reconciled.

### 9. Factual chronology, actual correspondence dates, next decisions and known submission or procedural deadlines

Required.

Why it is needed: Plan delivery and protect urgent action.

Where to find it: Client, solicitor and procedural documents.

Without it: Readiness for the intended purpose cannot be confirmed.

If it does not arrive: Tell us about urgent dates immediately. We cannot assure readiness or deadline protection until the responsible adviser and actual timetable are clear.

### 10. Native editable calculations and the basis of rates or allowances already used

Needed for the affected part of the claim.

Why it is needed: Inspect methods, formulas and revisions.

Where to find it: Person who prepared the calculations.

Without it: Some workings cannot be checked or updated directly.

If it does not arrive: Reconstruction may be separately agreed from checked source records. A PDF total cannot be treated as an audited editable model.

### 11. Evidence access, document permissions, intended bundle format and any confidentiality or disclosure directions

Required.

Why it is needed: Assemble a usable and appropriately limited supporting set.

Where to find it: Client, document owner and solicitor.

Without it: A complete usable bundle cannot be confirmed.

If it does not arrive: The required evidence must be accessible and permitted for its intended use. We will agree an appropriate source set or state the limitation before the package is completed.

### 12. Previous reviews or stress-test findings and actions already completed

Optional.

Why it is needed: Reuse useful work and address known weaknesses.

Where to find it: Client and previous advisers.

Without it: Earlier advice cannot be reconciled.

If it does not arrive: We can prepare the current instructed claim, but cannot say that unknown earlier findings have been resolved.