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Information for Pre-claim Stress Test

Information request

Document	Details
Purpose	A blank working resource for Pre-claim Stress Test.
Version	1.0
Jurisdiction	Legal and procedural assumptions depend on the actual contract and jurisdiction.
Prepared	13 September 2026
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Please gather what you have, including incomplete drafts. Explain gaps and identify urgent dates. Original working files and the actual version sent are both useful. Keep unrelated personal information and passwords out.

1 Written review purpose, instructing party, intended readers, authority, reliance limits and next decision date

Purpose: Fix the advisory role and what decision the work supports.

Where to find it: Instruction, appointment and initial discussion.

If missing: The review cannot start safely without an agreed purpose and role.

If it does not arrive: The review can begin only when the purpose, permitted use and advisory role are agreed in writing. A conflict or unsuitable role must be resolved or referred.

2 Current position, events, potential monetary heads, intended recipient and any internal draft or build-up, however incomplete

Purpose: Understand what might be advanced and the decision before further investment.

Where to find it: Current matter records and the person who prepared or received them.

If missing: No supported head-by-head value or readiness conclusion can be given without an identifiable position.

If it does not arrive: An incomplete draft is welcome. If the position cannot be identified, the output is limited to an information-gap review. It cannot give a supported total or investment recommendation.

3 Contract or order, relevant amendments, pricing documents and the contractual basis relied on for each head

Purpose: Identify the actual valuation provisions and assumptions used.

Where to find it: Executed project documents and the advisers holding them.

If missing: The quantum cannot be assessed against a verified contractual basis.

If it does not arrive: The review may be limited to records and arithmetic on stated assumptions. It cannot confirm a contractual basis without the relevant documents; disputed interpretation needs a solicitor.

4 Supporting records by head, including native calculations, instructions, invoices, timesheets, allocations, measurements and source rates

Purpose: Trace the method and every material sum to evidence.

Where to find it: Commercial and site records, accounts and the person who assembled the position.

If missing: Unsupported values remain unassessed or unsupported, not automatically zero.

If it does not arrive: The report will identify what was inspected and what remains unsupported or unknown. It will explain the records that could repair a gap. Material unbounded gaps prevent a supported total.

5 Relevant payments, agreed valuations, final-account items, credits, settlements and other overlapping claims, or confirmation of none known

Purpose: Remove duplicate amounts and distinguish money already resolved.

Where to find it: Project ledger, payment records and account correspondence.

If missing: A total could repeat paid, agreed or overlapping sums.

If it does not arrive: Isolated heads may be reviewed, but there can be no reliable combined amount until payments, overlap and agreed sums are reconciled. No information is not treated as confirmation of none.

6 Known deadlines, notices, procedural directions and advisers' written advice on relevant legal or time issues

Purpose: Triage urgency and attribute conditions on the next step.

Where to find it: Solicitor, appointed adviser, notices and procedural documents.

If missing: The review cannot confirm whether an action remains available or fits the actual time allowed.

If it does not arrive: Seek urgent adviser confirmation. A limited quantum review cannot assure you that a deadline is protected or a legal step remains available. Legal limitation and the effect of a deadline are not decided here.

7 Attributed period or time analysis for time-related costs and the underlying cost records, where a head relies on time

Purpose: Separate duration assumptions from the calculation of money.

Where to find it: Client and competent delay specialist, with cost records from accounts.

If missing: A time-related amount cannot be supported as an established period or result.

If it does not arrive: An expressly attributed time assumption may be tested, but the period is not treated as established. Obtain the necessary time analysis from a competent specialist.

8 Objectives, decision-makers, budget for next steps, management capacity and sourced future costs from the client or advisers

Purpose: Compare the value of a practical next step with its incremental cost and burden.

Where to find it: Client decision-maker, role and time estimates, current written adviser scopes or cost inputs.

If missing: No complete comparison of future cost and benefit can be made.

If it does not arrive: The report can explain the quantum and unpriced options, but a complete future cost-benefit comparison requires sourced cost and capacity inputs. No fee, rate or success percentage is invented.

9 Existing or proposed settlement options, counterclaims, concessions and the precise sums and terms being compared, or confirmation of none known

Purpose: Compare equivalent positions and identify what an option would resolve.

Where to find it: Claim correspondence and the client or legal adviser.

If missing: A settlement comparison could omit liabilities, payments or conditions.

If it does not arrive: The technical review may proceed on a defined limited basis, but affected settlement or live-position comparisons remain unavailable. An offer is not treated as agreed.

10 Correct counterparty identity and any held payment history, security information and current collection concerns

Purpose: Identify collection uncertainty separately from supported quantum.

Where to find it: Contract and client ledger, current attributed adviser or public-record evidence where scoped.

If missing: Payment prospects cannot be established from a valuation alone.

If it does not arrive: Collection is stated as unassessed or uncertain. Historical filed accounts do not prove present solvency. Enforcement and insolvency questions require the appropriate adviser.

11 Earlier reviews, advice and their assumptions, plus changes since they were written

Purpose: Explain differences and preserve restrictions attached to earlier appointments.

Where to find it: Earlier advisers and the client's matter file.

If missing: No comparison with previous advice can be claimed.

If it does not arrive: The current evidence can be reviewed, but no comparison with earlier advice is claimed. Any known restriction from an earlier independent appointment still applies.