

PROJECT EVIDENCE CHECKLIST

# Know what to keep. Keep it easy to find.

A practical UK checklist for builders and property trades — from the first quote to the accountant handover.

## Use this checklist in three passes

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| 1 | Before work starts<br>Keep the agreed scope, price and customer details. |
| 2 | As the job changes<br>Save receipts, approvals, photographs and notes as you go. |
| 3 | At handover<br>Match invoices, payments and costs before sharing records. |

Important: This is an organisation prompt, not a legal evidence standard or personal tax advice. Contract, dispute, CIS, VAT and tax requirements depend on your circumstances. Keep originals where required and ask the right professional when unsure.

BEFORE THE WORK

# Start with a clear record of what was agreed.

Save the information that explains who the work is for, what you priced and what the customer accepted.

## Customer and job basics

Create one folder or reference for the job.

- [ ] Customer name, service address and reliable contact details
- [ ] Your quote number, date, validity period and payment terms
- [ ] A clear description of the work, materials and anything excluded
- [ ] The accepted quote, written approval or signed agreement
- [ ] Any deposit request and evidence of the deposit received
- [ ] Relevant drawings, specifications or schedules supplied to you

## Before-work evidence

Keep enough context to explain the starting point.

- [ ] Dated photographs of the work area before you begin
- [ ] Notes about existing damage, access limits or customer-supplied items
- [ ] Approvals, permissions or instructions given by the customer
- [ ] Supplier estimates or material lists used to build your price

**CLAIMMATE TIP**

Create the quote in ClaimMate, send the PDF, and keep its status visible. ClaimMate records financial-document history; it is not a construction contract or dispute-management system.

DURING THE WORK

# Capture changes while they are still fresh.

Short, dated records are easier to understand than trying to reconstruct a job later.

## Costs and receipts

Keep evidence for money leaving the business.

- [ ] Supplier receipts and invoices showing the date, seller and total
- [ ] Materials bought specifically for the job
- [ ] Tool or equipment purchases, with business use noted where relevant
- [ ] Plant hire, delivery, waste and other job-related charges
- [ ] Mileage or travel details where you use a valid mileage method
- [ ] Subcontractor invoices and payment details where applicable
- [ ] Refunds, credit notes and returned-material records

## Changes and progress

Keep a simple trail of significant changes.

- [ ] Written customer approval for changes to scope or price
- [ ] Revised quote or new invoice where the price changes
- [ ] Dated progress photographs where useful
- [ ] Key messages about delays, access, materials or decisions
- [ ] Delivery notes, collection records and supplier correspondence
- [ ] Any issue that may affect the final amount or payment timing

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HANDOVER & ACCOUNTS

# Finish with records another person can follow.

Your customer, bookkeeper or accountant should be able to understand the figures without searching through unrelated messages.

## Customer money

Complete the customer-document record.

- ☐ Final invoice number, issue date, due date and amount
- ☐ Evidence the invoice PDF was sent to the correct recipient
- ☐ Payment date, method and reference when paid
- ☐ Any part-payment, credit, cancellation or balance still owed
- ☐ A clear cancellation reason and date where a document is cancelled

## Accountant handover

Check the tax-year records before sharing.

- ☐ Every confirmed expense has the best available receipt or invoice
- ☐ Personal or mixed-use costs have been identified for review
- ☐ Duplicate, unreadable and missing evidence has been checked
- ☐ Supplier refunds and credit notes are included
- ☐ Invoice income and payment status are up to date
- ☐ Bank records can be matched to important income and costs
- ☐ Questions or uncertain items are clearly listed for your accountant

**A tidy final check**

Quote accepted → receipts captured → changes recorded → invoice sent → payment updated → accountant pack reviewed

ClaimMate helps you photograph receipts, organise expenses, create and track quotes and invoices, and prepare accountant-ready records. It does not replace professional accounting, tax or legal advice.