

	A	B	C	D	E	F
31						
32			<b>Notes for completion of Precedent T in Excel</b>			
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34	<b>Precedent T can be completed in Excel or Word format. If an Excel version of the form is used the following are some guidance notes on the Excel format BUT practitioners are responsible for checking the formula and any formatting issues.</b>					
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36	<b>Point</b>	<b>Excel Tab</b>	<b>Guidance</b>			
37	1	Variation particulars	The budgeting party should complete the <b>variation particulars</b> tab first:			
38	2	Variation particulars	A brief narrative as to the <i>significant development</i> (cell E7) is required:			
39	3	Variation particulars	A brief explanation by phase is required (cells E9 to E19):			
40	4	Variation particulars	Time and disbursement values in columns B and C should be completed: this is the additional cost or reduction in costs by value:			
41	5	Variation particulars	The Total at cell D20 will self complete:			
42	6	Variation particulars	Experts disbursements: complete the table with the new expert fees figure by expert type. The total expert disbursement (cell E38) is then entered at cell C13 on the variation particulars tab. The previous budgeted total by expert type should then be inserted in Row F.			
43	7	Front sheet	The variation tab figures will populate the <b>Precedent T Front Sheet</b> in column D			
44	8	Front sheet	The budgeting party must then complete columns B and C with the previous budget figures by phase at rows 7 to 18			
45	9	Front sheet	The sub totals at row 20 and 21 will self complete			
46	10	Front sheet	The Judge should complete the agreed or allowed figures (estimated costs only) by phase in column F: the subtotals F20 and F21 will self complete			
47						