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# **FAX TRANSMISSION**

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To: Pratt Hansen Group Inc.  
From: Pratt Homes  
Subject: Work order Re: Cheltenham Suites - CHS - 5037 - Pollard Windows Inc.

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**Message:** Spoke with Homeowner this was a PDI issue & is still outstanding, has reposted. This was sent in Oct.2010 & again in Dec. 2010. This is the 3rd time workorder is sent to you.Please call Homeowner asap & schedule repair date, also advise Pratt Service Dept. of schedule date. If not completed in 2 wk we will have to complete repairs & backcharge for labour and materials.Thanks  
Ramona



**Pratt Hansen Group**  
**Customer Service**  
**Phone: (705) 792-3883**  
**Fax: (705) 792-3893**

## Work Order

**Address:** 15 Cheltenham Rd. Unit 7 - Barrie  
**Location:** Cheltenham Suites - Phase: CHS - Lot: 5037  
**Today's Date:** 24Jan11  
**Contact Name(s):** Kimberly Wild  
**Contact Phone No.:** Res: (705) 715-2578 Bus: (705) 728-5736 Bus2: Cell:  
**Company:** Pollard Windows Inc.  
**Attention:**  
**Telephone:** (800) 263-6616  
**Fax:** (905) 333-3521

Please Complete the following items:

Deficiency Number	Issue		Appt. Date/Time	Notes
3785	GARDEN/PATIO DOORS- NOTE:-SCREEN MISSING/ Pollard screen measure & check inventory **reposted**deficiency issue never completed **		23Dec10 /day	call H/owner\\'s cell#728-5736 & leave message to schedule repair Thanks Ramona

Date Completed: \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_

Please schedule service to complete the work described above within two weeks of receipt of this Work Order. It is your responsibility to book your own appointment unless we have included appointment details on this form.

Your Service Person must ask the homeowner to sign this form when the work has been completed. If the owner is not available to sign this Work Order, the person who completes the work should sign and date the form. Fax the completed Work Order to us at 705-735-6991.

In the event that you do not complete this service work within 14 days, Pratt Homes reserves the right to carry out the repairs on your behalf and the labour and material costs may be billed back to you plus a 15% administrative fee.