
FAX TRANSMISSION

To: Pratt Hansen Group Inc.
From: Pratt Homes
Subject: Work order Re: Cheltenham Suites - CHS - 5039 - Pollard Windows Inc.

Message: Please call homeowner & set up repair date. Trades will be going in on Wed Feb 16/11 If you can accomadate same day. Please advise Pratt Service Dept.Thanks Ramona



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

Work Order

Address: 15 Cheltenham Rd. Unit 8 -
Location: Cheltenham Suites - Phase: CHS - Lot: 5039
Today's Date: 04Feb11
Contact Name(s): Colleen Gouldson and Timothy Gouldson
Contact Phone No.: Res: (705) 737-2762 Bus: (705) 435-1540 Bus2: Cell: (705) 434-7345
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
4700	Bedroom #3- vinyl casing around screen- piece out exposing outside- 2" piece broken out midway down, horizontally		16Feb11 /day	

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.