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# **FAX TRANSMISSION**

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To: Pratt Homes

From: Pratt Homes

Subject: Work order Re: Galaxie Estates - BHC - 1039 - Pollard Windows Inc.

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**Message:** Hi Michelle,  
As per our conversation, following is the work order you require to proceed with the work.  
Regards,  
Teresa



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

**Work Order**

**Address:** 95 Goodwin Drive Unit 8 - Apt: Unit 8 - Barrie  
**Location:** Galaxie Estates - Phase: BHC - Lot: 1039  
**Today's Date:** 01Jun10  
**Contact Name(s):** Vern Melling and Anita Melling  
**Contact Phone No.:** Res: (705) 252-4585 Bus: (705) 252-4585 Bus2: Cell:  
**Company:** Pollard Windows Inc.  
**Attention:**  
**Telephone:** 800263661  
**Fax:** (905) 333-3521

**Please Complete the following items:**

Deficiency Number	Issue		Appt. Date/Time	Notes
143	Kitchen- The seal has failed in the operating part of the kitchen window. This is a slider & measures 20.5" x 34.5".			
144	Living Room- The patio door screen rubs against a portion of the top part of the fixed sash that is curled out slightly.			

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.

