



## Work Order

**Customer Service**  
**Phone: (705) 721-9912**  
**Fax: (705) 735-6991**

**Address:** 2178 Nevils St - Innisfil  
**Location:** Maple Walk By the Brook - Phase: MWI - Lot: 104  
**Today's Date:** 29Mar10  
**Contact Name(s):** Barb Marcogliese and Peter Marcogliese  
**Contact Phone No.:** Res: (705) 436-6924 Bus: 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 |
|-------------------|--|--|-----------------|-------|
| 1236              | Master Bedroom- scratches on fixed right window glass.<br>*Please replace this 24.5 x 40.25 sash.* |  |                 |       |

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.