



# Valecraft

Homes Ltd.

Purchase Order

PO0048171

210-1455 Youville Drive  
Orleans, On K1C 6Z7  
Phone: 613-837-1104

Vendor:  
DEVON PLUS COMPANY INC.  
15 Quartz Crescent  
Stittsville, Ontario K2S 1Z3

Ship To:  
Site: RATHWELL LANDING  
Lot/Unit: BLK. F-31, F-32, F-35, I-50  
Model: LOT 248, LOT 249, LOT 255, LOT 326  
Civic: PARADE DRIVE & CAVALLO STREET

tel:  
fax:  
contact: Christine Reid (Hunter) christinehunter@bell.net

ORDER DATE	CHG. ORDER DT.	CANCEL DATE	RESPONSIBILITY	VENDOR #	TERMS
Mar 05, 2020			ARIEL	D16	NET 30 DAYS
Comments/Special Instructions:					REFERENCE

JOB/LOT/COST	REFERENCE	Description	QTY ORDERED	UNIT PRICE	EXTENSION
056-326-680	#13	CLEAN HARDWOOD FLOORING THROUGHOUT WHOLE HOUSE LOT 326	1.0000	75.000000	75.00

  
Authorized Signature

Subtotal	2,105.00
HST	273.65
Total Order Value	2,378.65

#### ORDER TERMS AND CONDITIONS

1. INVOICES must bear exact same prices and terms or authorization for changes must be received from our company in writing prior to shipping.
2. The right is reserved to cancel all or part of this order if not delivered within the time specified.
3. Packing slips must accompany all shipments.
4. In the event of interruption of our business in whole or in part by reason of fire, flood, windstorm, earthquake, war, strike, embargo, acts of God, governmental action, or any causes beyond our control, we shall have the option of cancelling undelivered orders in whole or in part.
5. Acceptance of this purchase order, or shipment of it will constitute an agreement to all of its specifications as to terms, delivery and prices.
6. No deliveries accepted after 4:00 pm or on weekends.

WHITE - ORIGINAL

CANARY - ACCOUNTS PAYABLE

PINK - DEPARTMENT



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Model: LOT 248, LOT 249, LOT 255, LOT 326  
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Mar 05, 2020			ARIEL	D16	NET 30 DAYS
Comments/Special Instructions:					REFERENCE

JOB/LOT/COST	REFERENCE	Description	QTY ORDERED	UNIT PRICE	EXTENSION
056-F31-680	#35	CLEAN FINISHED BASEMENT BATHROOM	1.0000	50.000000	50.00
056-F31-641	CODE 641	ADDITIONAL CLEAN REQUEST BLK. F-31	1.0000	150.000000	150.00
		-			
056-F32-641	CODE 641	ADDITIONAL CLEAN REQUEST BLK. F-32	1.0000	150.000000	150.00
		-			
056-F35-641	CODE 641	REQUEST CLEAN ON SUNDAY BLK F-35	1.0000	350.000000	350.00
		-			
056-I50-641	CODE 641	ADDITIONAL CLEAN REQUESTED RETURN TRIP BLOCK I-50	1.0000	150.000000	150.00
		-			
056-248-620	CODE 620	WALK-OUT BASEMENT LOT 248	1.0000	75.000000	75.00
056-248-680	#17, 38	CLEANS HARDWOOD FLOORING THROUGHOUT WHOLE HOUSE LOT 248	1.0000	75.000000	75.00
		-			
056-249-620	CODE 620	WALK-OUT BASEMENT LOT 249	1.0000	75.000000	75.00
056-249-620	CODE 620	FINISHED BSMT. AREA CLEANED LOT 249	1.0000	200.000000	200.00
056-249-641	CODE 641	REQUEST CLEAN ON SUNDAY LOT 249	1.0000	450.000000	450.00
		-			
056-255-620	CODE 620	WALK-OUT BASEMENT LOT 255	1.0000	75.000000	75.00
056-255-620	CODE 620	FINISHED BSMT. AREA CLEANED LOT 255	1.0000	200.000000	200.00
056-255-680	#33	CLEAN FRENCH DOOR PANTRY LOT 255	1.0000	30.000000	30.00

Continued on next page...



# FIELD REQUEST FORM 2019

Work Order ☐ Check

Purchase Order: ☐ Check

Notice Of Back Charge: ☐ Check

Sub Trade: DEVON PLUS COMPANY

Lot / Unit: F31 and F32

Project: RATHWELL LANDING.

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

Description of Work or Material Being Ordered:	Amount:
<u>F31- Additional Bathroom in Basement 680 #35</u>	<u>50.00</u>
<u>F-32. Additional Clean Request</u>	<u>150.-</u>
<u>F-31 Additional Clean Request</u>	<u>150.-</u>

Reason & Cause Due To for Work Being Done or Material Ordered:

\*\*\* Note: Reason & Cause information mandatory for Purchase Orders \*\*\*

Total Amount

## Cost Responsibility:

Errors Internal:		Construction Damage:	
(Not being Back Charged)	<input type="checkbox"/> Check	Vandalism Damage:	<input type="checkbox"/> Check
Theft:	<input type="checkbox"/> Check	Trade Related Damage:	<input type="checkbox"/> Check
Reported to Police Yes:	<input type="checkbox"/> Check		

Police Department: \_\_\_\_\_

Police Report: \_\_\_\_\_

Police Occurrence No.: \_\_\_\_\_

Back Charge To: \_\_\_\_\_  
Notification Given To: \_\_\_\_\_  
Date Notified Trade: \_\_\_\_\_  
Notice Given By: \_\_\_\_\_  
Repair Work Preformed By: \_\_\_\_\_

Note (1) : Should you wish to deal directly with the repair contractor, he must issue written confirmation to Valecraft Homes Ltd that he has received Payment.

Note (2) : Contractor acknowledges that unless contested, the aforementioned amount's back charged will be deducted off your next cheque.

Site Approval: S. Muller

Head Office Approval: [Signature]



# FIELD REQUEST FORM 2020

Work Order : ☐ Check

Purchase Order : ☒ Check

Notice Of Back Charge : ☐ Check

Trade : Devon Plus Company

Lot / Unit : I-50

Project Site : Rathwell Landing

Date Issued : February 28 2020

## Description of Work or Material Being Ordered :

Amount:

Additional Clean requested - had to return at the end of the day to reclean house after trades went in to complete painting, duct cleaning and service work

\$150.00

## Reason & Cause Due To for Work Being Done or Material Ordered :

\*\*\* Note: Reason & Cause information Mandatory for Purchase Orders \*\*\*

Total Amount

## Cost Responsibility:

Errors Internal :	<input type="checkbox"/> Check	Construction Damage	
(Not being Back Charged)	<input type="checkbox"/> Check	Vandalism Damage :	<input type="checkbox"/> Check
Theft :	<input type="checkbox"/> Check	Trade Related Damage :	<input type="checkbox"/> Check
Reported to Police Yes :	<input type="checkbox"/> Check		

Police Department :

Police Report :

Police Occurrence No. :

Back Charge To :

Notification Given To :

Date Notified Trade :

Notice Given By :

Repair Work Preformed By :

Note (1) : Should you wish to deal directly with the repair contractor, he must issue written confirmation to Valecraft Homes Ltd that he has received Payment.

Note (2) : Contractor acknowledges that unless contested, the aforementioned amount's back charged will be deducted off your next cheque.

Site Foreman Approval:

Const. Manager Approval:

S. Dylle

[Signature]

## Purchase Orders

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**From:** devon reid <7devonreid@gmail.com>  
**Sent:** March-05-20 11:05 AM  
**To:** Purchase Orders  
**Subject:** Scan\_20200305.png  
**Attachments:** Scan\_20200305.png

Please see attached PO request form.  
Thank you



## FIELD REQUEST FORM 2020

Work Order : ☐ Check

Purchase Order : ☒ Check

Notice Of Back Charge : ☐ Check

Trade : Devon Plus Company

Lot / Unit : 249 and Lot F-35

Project Site : Rathwell Landing

Date Issued : February 23 2020

Description of Work or Material Being Ordered :	Amount:
Lot 249 -Special request to bring staff in on Sunday to clean house for early a.m PDI on Monday Notification received on Saturday Feb 22 @ 5:45 p.m	\$450.00
Lot F-35 -Special request to bring staff in on Sunday to clean house for early a.m PDI on Monday Notification received on Saturday Feb 22 @ 5:45 p.m	\$350.00
Reason & Cause Due To for Work Being Done or Material Ordered :	
*** Note: Reason & Cause information Mandatory for Purchase Orders***	

Total Amount

### Cost Responsibility:

Errors Internal :	<input type="checkbox"/> Check	Construction Damage	
(Not being Back Charged)	<input type="checkbox"/> Check	Vandalism Damage :	<input type="checkbox"/> Check
Theft :	<input type="checkbox"/> Check	Trade Related Damage :	<input type="checkbox"/> Check
Reported to Police Yes :	<input type="checkbox"/> Check		

Police Department :

Police Report :

Police Occurrence No. :

Back Charge To :

Notification Given To :

Date Notified Trade :

Notice Given By :

Repair Work Performed By :

Note (1) : Should you wish to deal directly with the repair contractor, he must issue written confirmation to Valecraft Homes Ltd that he has received Payment.

Note (2) : Contractor acknowledges that unless contested, the aforementioned amount's back charged will be deducted off your next cheque.

Site Foreman Approval:

Const. Manager Approval:

## Purchase Orders

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**From:** Hunter-Reid, Christine <Christine.Hunter-Reid@justice.gc.ca>  
**Sent:** February-25-20 12:04 PM  
**To:** Purchase Orders  
**Cc:** christinehunter@bell.net  
**Subject:** New PO request forms  
**Attachments:** New PO's request forms.pdf

Please see attached PO request forms.

*Christine Hunter-Reid*  
*Legal Assistant / Adjointe juridique*  
*CBSA Legal Services / Services juridiques de l'ASFC*  
*Tel: 613-946-2510*  
E-mail : [Christine.Hunter-Reid@justice.gc.ca](mailto:Christine.Hunter-Reid@justice.gc.ca)



## FIELD REQUEST FORM 2020

Work Order : ☐ Check

Purchase Order : ☒ Check

Notice Of Back Charge : ☐ Check

Trade : Devon Plus Company Inc.

Lot / Unit : 248, 249 and 255

Project Site : Rathwell landing

Date Issued : 10-Jan-20

Description of Work or Material Being Ordered :	Amount:
Lot 248 - walk out basement \$75 Hardwood Flooring throughout \$75 → 680 #17,38	\$150.00
Lot 249 - walk out basement \$75 - Finish basement \$200	\$275.00
Lot 255 - walk out basement \$75 - Finish basement \$200	\$275.00

Reason & Cause Due To for Work Being Done or Material Ordered :

\*\*\* Note: Reason & Cause information Mandatory for Purchase Orders \*\*\*

Total Amount

### Cost Responsibility:

Errors Internal :	<input type="checkbox"/> Check	Construction Damage
(Not being Back Charged)	<input type="checkbox"/> Check	Vandalism Damage : <input type="checkbox"/> Check
Theft :	<input type="checkbox"/> Check	Trade Related Damage : <input type="checkbox"/> Check
Reported to Police Yes :	<input type="checkbox"/> Check	

Police Department :

Police Report :

Police Occurrence No. :

Back Charge To :

Notification Given To :

Date Notified Trade :

Notice Given By :

Repair Work Performed By :


Note (1) : Should you wish to deal directly with the repair contractor, he must issue written confirmation to Valecraft Homes Ltd that he has received Payment.

Note (2) : Contractor acknowledges that unless contested, the aforementioned amount's back charged will be deducted off your next cheque.

Site Foreman Approval:

S. Miller

Const. Manager Approval:

**Const. Manager Approval:** 

**Const. Manager Approval:**

## Purchase Orders

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**From:** christinehunter@bell.net  
**Sent:** February-13-20 6:38 PM  
**To:** Purchase Orders  
**Subject:** Emailing: Scan0116.pdf  
**Attachments:** Scan0116.pdf

Hi!  
Please see attached PO request!  
Thank You!

Your message is ready to be sent with the following file or link attachments:  
Scan0116.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.