



Valecraft

Homes Ltd.

Purchase Order

PO0048454

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

Vendor:
SCOTT BERWICK STAIRS INC.
1191 PILON ROAD
CLARENCE CREEK, ON K0A 1N0

Ship To:
Site: DEERFIELD VILLAGE PHASE 2
Lot/Unit: BLOCK G-38
Model: 160-2 REVERSED
Civic: 728 DEERBORN PRIVATE

tel: 6138353579
fax: (613) 835-3892
contact: SCOTT

ORDER DATE	CHG. ORDER DT.	CANCEL DATE	RESPONSIBILITY	VENDOR #	TERMS
May 11, 2020			ARIEL	S18	NET 30 DAYS
Comments/Special Instructions:					REFERENCE

JOB/LOT/COST	REFERENCE	Description	QTY ORDERED	UNIT PRICE	EXTENSION
042-G38-666	CODE 666	REPLACE DAMAGE POST, HANRAIL & NOSING TO BE RAISED	1.0000	345.000000	345.00


Authorized Signature

Subtotal	345.00
HST	44.85
Total Order Value	389.85

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

Purchase Orders

From: Linda Berwick <lberwick.scottberwickstairs@outlook.com>
Sent: May-07-20 4:29 PM
To: Purchase Orders
Subject: Repair - Deerfield - G38 - PO Amount
Importance: High

Hi Ariel,

Repair just got completed.

Here is the amount to replace damaged post and nosing and handrail to be raised – nosing had to be replaced as well: \$345.00

Thank you,

***** Due to the quantity of emails that we received, we ask that you call the office at 613 488 2905 to schedule appointments, confirm orders and any questions regarding your file. *****

Linda Berwick, B.Comm



Tel: 613 488-2905
Fax: 613 488 2909
www.scottberwickstairs.com



FIELD REQUEST FORM 2020

Work Order : ☐ Check

Purchase Order : ☒ Check

Notice Of Back Charge : ☐ Check

Trade : BERWICK STAIRS

Lot / Unit : G 38

Project Site : DEERFIELD VILLAGE

Date Issued : APRIL 29/2020

Description of Work or Material Being Ordered :	Amount:
- REPLACEMENT NEWEL POST	
- NOSING & HAND RAIL TO BE RAISED	

Reason & Cause Due To for Work Being Done or Material Ordered :	
- NEWEL POST DAMAGED BY OTHER	
- UPGRADED TILE SITTING HIGHER THAN NOSING	

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

From: Justin Stoll
Sent: April-29-20 1:22 PM
To: Purchase Orders
Cc: Tracy
Subject: Purchase order G38 Deerfield

