



# Valecraft

Homes Ltd.

Purchase Order

PO0049974

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 C-12  
Model: 120 REVERSED  
Civic: 524 FAWN VALLEY PRIVATE

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

ORDER DATE	CHG. ORDER DT.	CANCEL DATE	RESPONSIBILITY	VENDOR #	TERMS
Feb 26, 2021			ARIEL	S18	NET 30 DAYS
Comments/Special Instructions:					REFERENCE

JOB/LOT/COST	REFERENCE	Description	QTY ORDERED	UNIT PRICE	EXTENSION
042-C12-666	CODE 666	REPAIR DAMAGED TREAD	1.0000	230.000000	230.00

\_\_\_\_\_  
Authorized Signature

Subtotal	230.00
HST	29.90
Total Order Value	259.90

#### 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

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**From:** Tracy Amelotte <tracy.scottberwickstairs@outlook.com>  
**Sent:** Friday, February 12, 2021 1:27 PM  
**To:** Justin Stoll; Purchase Orders  
**Cc:** 'lberwick.scottberwickstairs@outlook.com'  
**Subject:** RE: Deerfield C12 - P.O REQUEST:  
**Attachments:** Scan.pdf

Hi Justin & Ariel,

We have completed the repair to the damaged tread at Deerfield C-12 as per your request below Justin. Can you please have Ariel approve a P.O in the amount of \$230.00 + H.S.T.

Thank you.



Tracy Amelotte | Scott Berwick Stairs Inc.  
Phone: 613-488-2905  
Fax : 613-488-2909



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**From:** Tracy Amelotte  
**Sent:** January 13, 2021 8:21 AM  
**To:** Justin Stoll <jstoll@valecraft.com>  
**Subject:** RE: Deerfield C12

Morning Justin,

I will book a tech to complete the repairs and install the trim at C-12 on Friday. I'm going to have to wait to ask for the P.O until after the repair is complete as I don't know how long it will take him to complete.

Can you please confirm a P.O will be approved once we have completed the repairs.

C-14 the screw hole will be filled and stained on Friday as well. This is warranty work as it was caused by the installation of the stair.



Tracy Amelotte | Scott Berwick Stairs Inc.  
Phone: 613-488-2905  
Fax : 613-488-2909

**From:** Justin Stoll <[jstoll@valecraft.com](mailto:jstoll@valecraft.com)>  
**Sent:** January 12, 2021 2:18 PM  
**To:** Tracy-bewrick <[tracy.scottberwickstairs@outlook.com](mailto:tracy.scottberwickstairs@outlook.com)>  
**Subject:** Fwd: Deerfield C12

Reminder email

Justin Stoll  
Valecraft Homes  
613-809-2654

Begin forwarded message:

**From:** Justin Stoll <[jstoll@valecraft.com](mailto:jstoll@valecraft.com)>  
**Date:** December 15, 2020 at 7:32:26 AM EST  
**To:** Tracy-bewrick <[tracy.scottberwickstairs@outlook.com](mailto:tracy.scottberwickstairs@outlook.com)>  
**Subject:** Deerfield C12

Good morning Tracy

C12 is ready for cove. Also there is a damaged step that we will need fixed. I think it can be sanded out but I'll ask Gerd what he thinks when he shows up.



Justin Stoll  
Valecraft Homes  
613-809-2654

## Tracy Amelotte

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**From:** Tracy Amelotte on behalf of tracy.scottberwickstairs@outlook.com  
**Sent:** January 13, 2021 8:21 A.M.  
**To:** 'Justin Stoll'  
**Subject:** RE: Deerfield C12

Morning Justin,



I will book a tech to complete the repairs and install the trim at C-12 on Friday. I'm going to have to wait to ask for the P.O until after the repair is complete as I don't know how long it will take him to complete.

Can you please confirm a P.O will be approved once we have completed the repairs.

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Tracy Amelotte | Scott Berwick Stairs Inc.  
Phone: 613-488-2905  
Fax : 613-488-2909

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**Sent:** January 12, 2021 2:18 PM  
**To:** Tracy-bewrick <tracy.scottberwickstairs@outlook.com>  
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Reminder email

Justin Stoll  
Valecraft Homes  
613-809-2654

Begin forwarded message:

**From:** Justin Stoll <jstoll@valecraft.com>  
**Date:** December 15, 2020 at 7:32:26 AM EST

## Purchase Orders

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**From:** Justin Stoll  
**Sent:** Tuesday, February 16, 2021 9:22 AM  
**To:** Purchase Orders  
**Cc:** Tracy-bewrick  
**Subject:** Re: Deerfield C12 - P.O REQUEST:  
**Attachments:** image0.jpeg

Hi Ariel

Here's a field request for the work mentioned. Repairs were completed early January.



Justin Stoll  
Valecraft Homes  
613-809-2654

On Feb 12, 2021, at 1:27 PM, Tracy Amelotte <tracy.scottberwickstairs@outlook.com> wrote:

Hi Justin & Ariel,

We have completed the repair to the damaged tread at Deerfield C-12 as per your request below Justin. Can you please have Ariel approve a P.O in the amount of \$230.00 + H.S.T.

Thank you.

<image001.png>

Tracy Amelotte | Scott Berwick Stairs Inc.  
Phone: 613-488-2905  
Fax : 613-488-2909

**From:** Tracy Amelotte  
**Sent:** January 13, 2021 8:21 AM



## FIELD REQUEST FORM 2019 CA

Work Order: ☐  
Purchase Order: ☐  
Notice Of Back Charge: ☐Sub Trade: DEWICK STAIRS  
Lot / Unit: C12  
Project: DEERFIELD  
Date: FEB 16/21

Description of Work or Material Being Ordered:	Amount:
REPAIR STAIRS	
WORK COMPLETED	

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

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

Total Amount

## Cost Responsibility:

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

Head Office Approval: \_\_\_\_\_