



Valecraft

Homes (2019) Limited

Purchase Order

PO0002795

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


Vendor:
ORLEANS CARPET INC.
1449 YOUVILLE DRIVE
ORLEANS, ONTARIO K1C 4R1

Ship To:
Site: PLACE ST. THOMAS PHASE 7
Lot/Unit: BLOCK C09
Model: 105 STANDARD
Civic: 961 COLOGNE STREET

tel: 613-837-9373
fax:
contact:

ORDER DATE	CHG. ORDER DT.	CANCEL DATE	RESPONSIBILITY	VENDOR #	TERMS
Mar 15, 2024			ARIEL	O01	NET 30 DAYS
Comments/Special Instructions:					REFERENCE

JOB/LOT/COST	REFERENCE	Description	QTY ORDERED	UNIT PRICE	EXTENSION
067-C09-666	CODE 666	STRETCH & TUCK CARPET AT FINISHED BASEMENT BEDROOM	1.0000	150.000000	150.00

 Authorized Signature	Subtotal	150.00
	HST	19.50
	Total Order Value	169.50

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



FIELD REQUEST FORM 2024

Work Order : ☐ Check

Purchase Order : ☐ Check

Notice Of Back Charge : ☐ Check

Trade : ORLEANS CARPET

Lot / Unit : C-09

Project Site : PST 7

Date Issued : MARCH 6/24

Description of Work or Material Being Ordered :	Amount:
STRETCH & TUCK CARPET BASEMENT BEDROOM	\$150.00
CODE 666	
Reason & Cause Due To for Work Being Done or Material Ordered :	
CARPET LIFTED TO DRY	
LEAK FROM FURNACE ROOM	
*** Note: Reason & Cause information Mandatory for Purchase Orders***	
Total Amount	\$150.00

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: Emma Cooper
Sent: Wednesday, March 6, 2024 1:38 PM
To: Purchase Orders
Cc: Justin Stoll
Subject: FW: 961 COLOGNE STREET C-09 basement bedroom carpet
Attachments: attachment 1.pdf; Outlook-3ejimluq.png

Hi Ariel,

Could you please do a PO for this site request?

Thanks,

Emma Cooper
Customer Service Coordinator



Valecraft
Homes (2019) Limited

1455 Youville Drive, Suite 210
1455 Youville Drive, Suite 210
Orleans, On K1C 6Z7
Tel (613) 837-1104 x 230 | Fax (613) 837-5901
[email](#) | [website](#)



Confidentiality Note: This email may contain confidential and/or private information. If you received this email in error, please delete and notify sender.

Thank you for reaching out to our Customer Service Department. Our Service Representative will retrieve your message and will reply to you within 48 business hours.

If you do not get a response to your email within 48 business hours, please contact Debbie Pickup, Service Manager, at 613-837-1104 (ext. 207) or dpickup@valecraft.com.

Best regards.

From: Julie Pelletier <julie@orleanscarpet.com>
Sent: Wednesday, March 6, 2024 12:52 PM
To: Emma Cooper <service@valecraft.com>
Cc: Todd Briscoe <tbriscoe@orleanscarpet.com>; Justin Stoll <jstoll@valecraft.com>
Subject: 961 COLOGNE STREET C-09 basement bedroom carpet

Hi Emma,

Rock completed the carpet repairs at this lot yesterday,... this was a site request from Justin... please send us a Po of \$150 plus tax.

Thank you

Julie Pelletier
Customer Service Coordinator
613-837-9373
Orleans Carpet
1449 Youville Drive
Orleans, ON K1C 4R1



From: Justin Stoll <jstoll@valecraft.com>
Sent: Wednesday, March 6, 2024 10:15 AM
To: Julie Pelletier <julie@orleanscarpet.com>
Cc: Todd Briscoe <tbriscoe@orleanscarpet.com>
Subject: Re: PST7 unit C-09 basement bedroom carpet

See attached

Justin Stoll

Site Supervisor
Valecraft 2019 Embrun
613-809-2654

On Mar 6, 2024, at 9:43 AM, Julie Pelletier <julie@orleanscarpet.com> wrote:

Hi Justin,

Can you get us that request for the carpet pls

Julie Pelletier
Customer Service Coordinator
613-837-9373
Orleans Carpet
1449 Youville Drive
Orleans, ON K1C 4R1

From: Justin Stoll <jstoll@valecraft.com>
Sent: Monday, March 4, 2024 2:34 PM
To: Todd Briscoe <tbriscoe@orleanscarpet.com>
Cc: Julie Pelletier <julie@orleanscarpet.com>
Subject: Re: PST7 unit C-09 basement bedroom carpet

I will write you up a field request for the carpet.

Justin Stoll

Site Supervisor
Valecraft 2019 Embrun
613-809-2654

On Mar 4, 2024, at 3:25 PM, Todd Briscoe <tbriscoe@orleanscarpet.com> wrote:

Hi Sir,

I have tentatively scheduled Rock for March 22nd for this one as well as tile in E-27.

For the carpet restretch is there a work order or site request?

Also, we will review schedule and if we can get out there sooner we will advise.

Thanks

Todd Briscoe

Orleans Carpet

From: Justin Stoll <jstoll@valecraft.com>

Sent: March 4, 2024 2:58 PM

To: Todd Briscoe <tbriscoe@orleanscarpet.com>

Subject: PST7 unit C-09 basement bedroom carpet

Hey Todd,

Need the basement bedroom re-stretched in this unit. Had to lift due to a water leak.
Let me know when this can be done

Justin Stoll

Site Supervisor
Valecraft 2019 Embrun
613-809-2654