



Pratt Hansen Group
Customer Service
Phone: (705) 792-3883
Fax: (705) 792-3893

Work Order

Address: 3 William Paddison Drive - Barrie
Location: Cheltenham Estates - Phase: CHE - Lot: 2
Today's Date: 14Apr11
Contact Name(s): Emin Girgis
Contact Phone No.: Res: (416) 562-1277 Bus: Bus2: Cell: (416) 562-1277
Company: Pollard Windows Inc.
Attention:
Telephone: (800) 263-6616
Fax: (905) 333-3521

Please Complete the following items:

Deficiency Number	Issue		Appt. Date/Time	Notes
5229	DINING ROOM-WINDOWS-CRACKED LEFT PANEL STATIONARY WINDOW **Fixed light in dining room is broken and must be replaced. PO #2815 to follow**			

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.