
FAX TRANSMISSION

To: Pratt Hansen Group Inc.

From: Pratt Homes

Subject: Work order Re: Cheltenham Estates - CHE - 38 - Pollard Windows Inc.

Message: Is this workorder complete a follow-up email was sent in Oct/10. Please advise and if not done please contact homeowner and complete as this was on the 30 day. Thank ou Ramona



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

Work Order

Address: 28 William Paddison Drive - Barrie
Location: Cheltenham Estates - Phase: CHE - Lot: 38
Today's Date: 22Dec10
Contact Name(s): Jason Brown
Contact Phone No.: Res: (416) 579-3804 Bus: (647) 238-0795 Bus2: Cell:
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
2298	Living Room- windows fog up after it rains-seal broken *follow up email sent Oct 4, 2010.*		23Sep10 /day	
2421	Kitchen- patio door lock broken *follow up email sent Oct 4, 2010.*		23Sep10 /day	
2422	Kitchen- patio door screen lock broken *follow up email sent Oct 4, 2010.*		23Sep10 /day	

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.

