



Work Order

Customer Service
Phone: (705) 721-9912
Fax: (705) 735-6991

Address: 95 Goodwin Drive Unit 8 - Apt: Unit 8 - Barrie
Location: Galaxie Estates - Phase: BHC - Lot: 1039
Today's Date: 02Feb10
Contact Name(s): Vern Melling and Anita Melling
Contact Phone No.: Res: (705) 252-4585 Bus: (705) 252-4585 Bus2: Cell:
Company: Pollard Windows Inc.
Attention: - Cell:
Telephone: 800263661
Fax: (905) 637-5134

Please Complete the following items:

Deficiency Number	Issue		Appt. Date/Time	Notes
143	Kitchen- The seal has failed in the operating part of the kitchen window. This is a slider & measures 20.5" x 34.5".			
144	Living Room- The patio door screen rubs against a portion of the top part of the fixed sash that is curled out slightly.			

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.

