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# **FAX TRANSMISSION**

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To: Pratt Hansen Group Inc.  
From: Pratt Homes  
Subject: Work order Re: East Side Village - ESV - 134 - Pollard Windows Inc.

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**Message:** Please contact this owner asap. The original complaint was sent to you on September 15, 2010. The owner has not been contacted by you yet & is getting anxious.



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

**Work Order**

**Address:** 134 Sydenham Wells -  
**Location:** East Side Village - Phase: ESV - Lot: 134  
**Today's Date:** 19Nov10  
**Contact Name(s):** Lisa Walker  
**Contact Phone No.:** Res: (705) 790-0713 Bus: Bus2: Cell: (705) 790-0713  
**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
4064	MASTER BEDROOM-WINDOWS-SCRATCHH ON LEFT PANEL OF LEFT WINDOW EXTERIOR			
4133	Kitchen- Vinyl trim on operating window pulls away when window is opened or closed.			
4134	Bedroom #2- Vinyl trim on operating window pulls away when window is opened or closed.			

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.

