



## Work Order

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

**Address:** 2204 Batters Loop - Innisfil  
**Location:** Maple Walk By the Brook - Phase: MWI - Lot: 93I  
**Today's Date:** 16Mar10  
**Contact Name(s):** Michelle Gagnon and Steven Sharp  
**Contact Phone No.:** Res: (705) 294-0400 Bus: Bus2: (416) 721-8948 Cell:  
**Company:** Pollard Windows Inc.  
**Attention:**  
**Telephone:** 800263661  
**Fax:** (905) 637-5134

**Please Complete the following items:**

Deficiency Number	Issue		Appt. Date/Time	Notes
985	Kitchen- sliding patio door lock does not lock			

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.