

Valecraft Homes (2019) Limited

**Purchase Order**

**PO0000444**

210-1455 Youville Drive  
 Ottawa, On K1C 6Z7  
 Phone: 613-837-1104

**Vendor:**  
 SCOTT BERWICK STAIRS INC.  
 1191 PILON ROAD  
 CLARENCE CREEK, ON K0A 1N0

**Ship To:**  
 Site: PLACE ST. THOMAS PHASE 3  
 Lot/Unit: LOT 19  
 Model: 825 STANDARD  
 Civic: 573 STRASBOURG STREET

tel: 6138353579  
 fax: (613) 835-3892  
 contact: SCOTT

<b>ORDER DATE</b> Aug 10, 2020	<b>CHG. ORDER DT.</b>	<b>CANCEL DATE</b>	<b>RESPONSIBILITY</b> ARIEL	<b>VENDOR #</b> S18	<b>TERMS</b> NET 30 DAYS
Comments/Special Instructions:					<b>REFERENCE</b>

JOB/LOT/COST	REFERENCE	Description	QTY ORDERED	UNIT PRICE	EXTENSION
064-019-666	CODE 666	RE-RE DAMAGED NOSING	1.0000	195.000000	195.00

<b>Subtotal</b>	<b>195.00</b>
<b>HST</b>	<b>25.35</b>
<b>Total Order Value</b>	<b>220.35</b>



Authorized Signature

**ORDER TERMS AND CONDITIONS**

1. INVOICES must bear exact same prices and terms or authorization for changes must be received from our company in writing prior to shipping.
2. The right is reserved to cancel all or part of this order if not delivered within the time specified.
3. Packing slips must accompany all shipments.
4. In the event of interruption of our business in whole or in part by reason of fire, flood, windstorm, earthquake, war, strike, embargo, acts of God, governmental action, or any causes beyond our control, we shall have the option of cancelling undelivered orders in whole or in part.
5. Acceptance of this purchase order, or shipment of it will constitute an agreement to all of its specifications as to terms, delivery and prices.
6. No deliveries accepted after 4:00 pm or on weekends.

WHITE - ORIGINAL

CANARY - ACCOUNTS PAYABLE

PINK - DEPARTMENT

## Purchase Orders

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**From:** Tracy Amelotte <tracy.scottberwickstairs@outlook.com>  
**Sent:** Tuesday, August 4, 2020 1:14 PM  
**To:** Kirk Richards; Purchase Orders  
**Subject:** RE: Request for Po - FOR ST.THOMAS LOT 19 PH 3 - DAMAGED NOSING TO BE REPLACED:

Hi,

P.O amount for us to re-re the damaged nosing and install and stain a new piece is \$195.00 + H.S.T

CODE 666  
DAMAGED BY OTHER

Once we have received the P.O I can book for the work to be completed.

**\*\*PLEASE NOTE\*\*** AS PER MANAGEMENT, IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL CONSIDER YOUR EMAIL NOT RECEIVED.

Thank you,

Tracy Amelotte.



Scott Berwick Stairs Inc.  
Phone: 613-488-2905  
Fax : 613-488-2909  
Email: [tracy.scottberwickstairs@outlook.com](mailto:tracy.scottberwickstairs@outlook.com)

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**From:** Kirk Richards <krichards@valecraft.com>  
**Sent:** July 31, 2020 7:22 AM  
**To:** Purchase Orders <PO@valecraft.com>  
**Cc:** Scotty Office <Tracy.scottberwickstairs@outlook.com>  
**Subject:** Re: Request for Po

Morning

Please provide a price so we can complete the job.

Thank you,

Kirk Richards 613-868-3104  
[krichards@valecraft.com](mailto:krichards@valecraft.com)

Place St. Thomas(Embrun)  
Valecraft Homes (2019)Limited

On Jul 15, 2020, at 1:12 PM, Kirk Richards <[krichards@valecraft.com](mailto:krichards@valecraft.com)> wrote:

Afternoon

Lot 19 pst3

Please send Scott Berwick a Po for a new nosing at top of basement stairs due to damage/cracked.

Thank you,

Kirk Richards 613-868-3104  
[krichards@valecraft.com](mailto:krichards@valecraft.com)  
Place St. Thomas(Embrun)  
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