FIELD REQUEST FORM 2021 Work Order: Check

	Work Order : □ ^{check}			
Valecraft	Purchase Order : Check			
Notice Of Back Charge : □Check				
Trade :				
Lot / Unit :				
Project Site :				
Description of Work or Material Being Ordered :				Amount:
•		<u>_</u>		
Reason & Cause Due To for Work Being Done or Material Ordered :				
*** Note: Reason & Cause information Mandatory for Purchase Orders***				
Total Amount				
Cost Responsibility:				
Errors Internal :	Check	Construction [Damage	
(Not being Back Charged)	☐ Check	Vandalism Damage :	Check	
Theft:	Check	Trade Related Damage :	Check	
Reported to Police Yes :	Check			
Police Department :				
Police Report :				
Police Occurrence No. :				
Back Charge To :				
Notification Given To :				
Date Notified Trade :				
Notice Given By : _				
Repair Work Preformed By :				
Note (1) : Should you wi	sh to deal directly wit	h the repair contractor, he mus	st issue	
written confirmation to Valecraft Homes Ltd that he has received Payment.				
Note (2): Contractor acknowledges that unless contested, the aforementioned amount's back charged will be deducted off your next cheque.				
Dack Charged	will be deducted oil yo	our next oneque.		
Site Foreman Approval:				
Const. Manager Approval:				
1	, i			