



# Valecraft

Homes Ltd.

Purchase Order

PO0049988

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

**Vendor:**

A. POTVIN CONSTRUCTION LTD.  
8850 COUNTY RD 17, PO BOX 969  
ROCKLAND, ON K4K 1L6

**Ship To:**

Site: RATHWELL LANDING  
Lot/Unit: LOT 298  
Model: 1016 STANDARD  
Civic: 159 HICKSTEAD WAY

tel: 6134465181  
fax:  
contact:

ORDER DATE	CHG. ORDER DT.	CANCEL DATE	RESPONSIBILITY	VENDOR #	TERMS
Mar 01, 2021			ARIEL	P05	NET 30 DAYS
Comments/Special Instructions:					REFERENCE

JOB/LOT/COST	REFERENCE	Description	QTY ORDERED	UNIT PRICE	EXTENSION
056-298-666	CODE 666	SUPPLY ONLY ONE ATTIC HATCH THAT WAS DAMAGED ON SITE	1.0000	58.950000	58.95
056-269-666	CODE 666	SUPPLY ONLY ONE ATTIC HATCH MISSING ON SITE	1.0000	58.950000	58.95

 Authorized Signature	Subtotal	117.90
	HST	15.33
	Total Order Value	133.23

**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:** Lori-Ann Mensour <lamensour@potvinconst.com>  
**Sent:** Wednesday, February 3, 2021 9:36 AM  
**To:** Purchase Orders  
**Subject:** PO# request Rathwell RL02-298  
**Attachments:** Scan.pdf

Good morning,

Attached request to supply two attic hatches for lot 298.

**Total Supply Only = \$117.90**

Please let me know if we are to proceed as I require a PO for processing. Material will only be sent to site after PO is issued.

Potvin Policy to provide a PO# is maximum of 8 days.

CODE 666 - ONE DAMAGE ON SITE

*Thank you.*

*Lori Ann Mensour  
Purchase Order Coordinator - Pricing*

A. Potvin Construction  
8850 County Rd #17  
Rockland, ON K4K 1L6  
Tel: 613-446-2203 ext. 300  
E-mail [requisition@potvinconst.com](mailto:requisition@potvinconst.com)  
Web [www.potvinconst.com](http://www.potvinconst.com)



Requisition #

4481

Sales Order #

SL1075435

Production

Date:

FEB 3/21

From:

LORI ANN

Requested by:

Service

### Hourly work request :

Number of Hours approved

A

Number of workers

B

Total Hours: A x B

Builder's signature

Builder/Customer

VALECRAFT

Project

RATHWELL

Phase

RLO2

Lot#

298

CE/CCN/PO#

### Description of work & Reason

Supply ONLY

### Material description

### Office use

QTY

Price

Total

2

ATTIC HATCHES

ATTICR60-VAL

White copy = Customer (if hourly work request) Yellow copy = Office Pink copy = Foreman

Sub-Total

117.90

### Supply and Install Quote request to head office:

NOTE: For supply and install request, Potvin foreman must send this requisition to: requisition@potvinconst.com. Then Potvin head office will prepare quote and send it to Builder for approval. Once Purchase Order received from builder, the work will be put in production and sent on site with a AX Packing slip to be signed and return to Head office. No signature will be required on this document for supply and install.



**Lori-Ann Mensour**

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**From:** Nathan Floyd  
**Sent:** February-02-21 7:40 AM  
**To:** Lori-Ann Mensour  
**Cc:** Mario Lavigne  
**Subject:** CHARGE BILLS NEEDED

Hi Lori-Ann,

Mario Lavigne Just called me asking for extra material and informed me that everything will be on a charge bill. here is the information:

AR03 - 23B

2208021121100130 = 26HR prehung door for basement cut @ 79" top of jamb

T2189L-96 = casing for prehung door. will need 3 pcs.

SL1000WI26DDI = handle for door x 1

**\*\*Please include 1 hour to install\*\***

AR03-21E

2208021121200130 = 26hl prehung door for basement cut @ 77-1/2" top of jamb

T2189L-96 = casing for prehung door. will need 3 pcs.

SL1000WI26DDI = handle for door x 1

**\*\*Please include 1 hour to install\*\***

RL02 - 298

ATTICR60-VAL = 2 x attic hatches.

**\*\*\*supply only\*\*\***

Thank-you

*Nathan Floyd*

C 613-286-9990

[nfloyd@potvinconst.com](mailto:nfloyd@potvinconst.com)

[www.potvinconstruction.com](http://www.potvinconstruction.com)

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