



# Valecraft

Homes Ltd.

Purchase Order

PO0050046

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 299  
Model: 1010  
Civic: 155 HICKSTEAD WAY

tel: 6134465181  
fax:  
contact:

ORDER DATE	CHG. ORDER DT.	CANCEL DATE	RESPONSIBILITY	VENDOR #	TERMS
Mar 24, 2021			ARIEL	P05	NET 30 DAYS
Comments/Special Instructions:					REFERENCE

JOB/LOT/COST	REFERENCE	Description	QTY ORDERED	UNIT PRICE	EXTENSION
056-299-650	CODE 650	NEED TO MOVE ALL CABINETS ON FRIDGE WALL SECTION FOR BIGGER OPENING, NO NEED FOR NEW MATERIAL ON SITE LABOUR ONLY, 3 HOURS, 2 MEN	1.0000	210.000000	210.00

  
Authorized Signature

Subtotal	210.00
HST	27.30
Total Order Value	237.30

**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

Requisition #

5865

Sales Order #

SL1077218

Production

Date:

19 March 2021

From:

MARCEL LÉVESQUE

Requested by:

Service

Cabinet

Trim

Framing

Siding

Hardware

### Hourly work request :

Number of Hours approved

A

3 hrs

Number of workers

B

2

Total Hours: A x B

3 hrs

Builder's signature

S. Miller

Builder/Customer

VALURAFT.

Project

RATTUELL

Phase

Sergei Miller

Lot#

RL-299

CE/CCN/PO#

### Description of work & Reason

- need to move all cabinets on fridge wall section for bigger opening  
- no need for new material only labour.

### Material description

QTY

### Office use

Price

Total

3 hrs 2-men labour.

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

Sub-Total

210.00

### 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.



## Purchase Orders

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**From:** Angele Cloutier  
**Sent:** Monday, March 22, 2021 10:14 AM  
**To:** Purchase Orders  
**Subject:** FW: PO# request RL 299  
**Attachments:** Scan0002.pdf

Angèle Cloutier  
Customer Service Coordinator



**Valecraft**  
Homes Ltd.

1455 Youville Drive, Suite 210  
Orleans, On K1C 6Z7  
Tel: 613-837-1104 Ext. 230  
Fax: 613-837-5901  
[www.valecraft.com](http://www.valecraft.com)

Thank you for reaching out to our Customer Service Department. Our Service Representative will retrieve your message and will reply to you within 48 hours.

If you do not get a response to your email within 48 hours, please contact Debbie Pickup, Service Manager, at 613-837-1104 (ext. 207) or [dpickup@valecraft.com](mailto:dpickup@valecraft.com).

Best regards.

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**From:** Lori-Ann Mensour <[lamensour@potvinconst.com](mailto:lamensour@potvinconst.com)>  
**Sent:** Friday, March 19, 2021 1:48 PM  
**To:** Angele Cloutier <[service@valecraft.com](mailto:service@valecraft.com)>  
**Cc:** Debbie Pickup <[dpickup@valecraft.com](mailto:dpickup@valecraft.com)>  
**Subject:** PO# request RL 299

Good afternoon,

Attached request to move all cabinets on fridge wall section for bigger opening in lot 299.

**Total Labour Only = \$210.00**

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.

*Thank you.*

*Lori Ann Mensour*