



# Valecraft

## Homes (2019) Limited

Purchase Order

PO0002194

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

**Vendor:**

SCOTT BERWICK STAIRS INC.  
1191 PILON ROAD  
CLARENCE CREEK, ONTARIO K0A 1N0

**Ship To:**

Site: PLACE ST. THOMAS PHASE 6  
Lot/Unit: LOT 6  
Model: 826 REVERSED  
Civic: 720 NAMUR STREET

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

ORDER DATE	CHG. ORDER DT.	CANCEL DATE	RESPONSIBILITY	VENDOR #	TERMS
Apr 18, 2023			ARIEL	S18	NET 30 DAYS
Comments/Special Instructions:					REFERENCE

JOB/LOT/COST	REFERENCE	Description	QTY ORDERED	UNIT PRICE	EXTENSION
066-006-666	CODE 666	REPAIR STAIRS & RAILING	1.0000	155.000000	155.00

Authorized Signature

Subtotal	155.00
HST	20.15
Total Order Value	175.15

### 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:** Emma Cooper  
**Sent:** Monday, April 3, 2023 10:45 AM  
**To:** Purchase Orders  
**Cc:** Vanessa Roy-Delorme  
**Subject:** FW: PO REQUEST - ST THOMAS LOT 6 PH6  
**Attachments:** ST THOMAS LOT 6 PH6.pdf  
  
**Importance:** High

Hi Ariel,

Please see attached PO request. This repair was done prior to closing.

**Emma Cooper**  
Customer Service Coordinator



**Valecraft**  
Homes Ltd.

1455 Youville Drive, Suite 210  
Orleans, On K1C 6Z7  
Tel (613) 837-1104 x 230 | Fax (613) 837-5901  
[email](#) | [website](#)



**Confidentiality Note:** This email may contain confidential and/or private information. If you received this email in error, please delete and notify sender.

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

If you do not get a response to your email within 48 business 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:** Vanessa Roy-Delorme <[vanessa.scottberwickstairs@outlook.com](mailto:vanessa.scottberwickstairs@outlook.com)>  
**Sent:** Monday, April 3, 2023 10:08 AM  
**To:** Emma Cooper <[service@valecraft.com](mailto:service@valecraft.com)>  
**Cc:** Debbie Pickup <[dpickup@valecraft.com](mailto:dpickup@valecraft.com)>  
**Subject:** PO REQUEST - ST THOMAS LOT 6 PH6  
**Importance:** High

Hi,

Please forward the PO for the attached w.o of the repairs done on the stairs and railing in lot 6 for the amount of - \$155.00 + HST.

Thank you/Merci,

St.Thomas Lot 6 (Ph6) - P.O work - some areas were damaged on site to railings and stairs. Justin put tape on the spots

Mon, Feb. 21/2023

Calendar

7A Gerd Service

Who

Where

Description

SB 200 - Lauzon Red Oak **Smokey Grey**

FW 25063-O

Created a few seconds ago by Tracy

DSIVE

