

## ***HOW DO I PLACE A WORK ORDER?***

Call the office at 403-246-2746 and either speak to a staff member directly or leave a message on the voice mail.

You can also email us a work order. Please click on either link below:

[leanne@sarceemeadows.coop](mailto:leanne@sarceemeadows.coop)

[cathy@sarceemeadows.coop](mailto:cathy@sarceemeadows.coop)

Please provide the following information:

Your unit number, phone number where you can be reached during the day, a detailed description of the work required and access instructions.