

From: Starner, Eleanor
Sent: Tuesday, August 01, 2017 12:25 PM
To: Azar, Jonathan <JAzar@nvrinc.com>
Subject: Vendor Sample Email

Good morning!

NVR will be rolling out a new Work Order process in the **Charlotte** market in the next two weeks and we want to share the details with you.

We are requesting that each vendor send at least 1 representative to a training session next week to see how and when the new electronic work order process should be used. We are recommending that this person have interactions with the following:

- Generation of Work Order tickets (field supervisors)
- Estimation of non PO requests (if applicable)
- Submission of non PO invoices relating to Work Orders

If you do not have a single person who fills all of these roles, then you can send multiple. Our goal is to train one of your personnel, so they can teach the rest of your staff.

Informational sessions will take place in our office on **Tuesday, August 8 or Wednesday, August 9**. There are three sessions for you to choose from:

- **Tuesday, August 8 from 2-4pm**
- **Wednesday, August 9 from 9-11am**
- **Wednesday, August 9 from 2-4pm**

Class sizes are limited, so please sign up on the following link. We ask that you sign up for EACH employee that will be attending so we have an accurate count of attendance.

<http://www.signupgenius.com/go/10c0449aeaf2cabfb6-nvrivalua>

All classes will be held at our **Regional office**:

NVR, Inc
10710 Sikes Place, Suite 200
Charlotte, NC 28277

We look forward to having you here!

Eleanor Starner
Regional UCS Administrator

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