

Good morning, Bonnie,

I received your email from Joanne in Accounts Payable, James Jennings stayed with us from July 19<sup>th</sup> – 22<sup>nd</sup>. Upon inspection of the room after the guest checked out, we found the following items listed below missing. Joanne had mention that you could amend the PO to cover the price of these items.

1 TV \$800.00.  
4 pillows \$21.50 each  
1 flat sheet \$19.72  
2 Crinkle blankets \$30.99 each  
1 Comforter blanket \$62.50  
3 Bath towels \$6.66 each  
2 Hand towels \$2.50 each  
1 Face cloth \$ .66  
1 Bathmat \$4.29

Mr. Jennings will unfortunately be unable to stay with us in the future.  
If you have any questions or concerns, please reach out to me.

Thank you,  
Stephanie

**Stephanie Hyde**  
Front Office Manager  
T: 807 577-1121 Ext 612  
E: [stephanie.hyde@valhallahotel.ca](mailto:stephanie.hyde@valhallahotel.ca)