

WATERFRONT PLAZA

After-Hours Service Request Form

Tenant: _____

Bldg./Ste.: _____

Phone: _____

Fax: _____

Email: _____

Building Standard Hours for A/C & Lights:

Mon-Fri: 7:00am - 6:00pm; Sat: 8:00am - 12noon; Sundays & Building Holidays: None

All After-Hours Service Request Forms must be submitted to the Property Management Office by 12pm (noon) of the prior business day.

Floor: _____ Bldg: _____ Date(s): _____

_____ **AIR CONDITIONING**

Hours: _____ a.m. / p.m.

TO: _____ a.m. / p.m.

security initial _____

security initial _____

_____ **LIGHTING**

Hours: _____ a.m. / p.m.

TO: _____ a.m. / p.m.

Tenant's Authorized Representative

Printed Name of Representative

Date

# of Hours:	_____
Hourly Rate:	_____
Subtotal:	_____
4.712% GET:	_____
Total:	_____