

200

MARKET BUILDING

***THIS NOTICE MUST BE IN THE BUILDING MANAGEMENT OFFICE
BY 4 P.M.ON DAY OF REQUEST,
OR 4 P.M. ON FRIDAY FOR THE WEEKEND. ****

DATE:

**TO: 200 MARKET BUILDING MANAGEMENT, SUITE 1720
FAX: 503-227-2549**

SUBJECT: REQUEST FOR EXTRA HEATING/AIR CONDITIONING

Please provide additional HVAC for _____ in Suite _____
(Company Name)

on _____, from the hours of _____ a.m./p.m. to _____ a.m./p.m.
(date) (start time) (end time)

I understand we will be billed at the rate of \$30.00 per hour for this extra heating/cooling.

Signature

Title

Phone Number (IMPORTANT)

*** Requests received after the deadline will be charged a \$45.00 fee in addition to the hourly rate.**