

# 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**

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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 \$25.00 per hour for this extra heating/cooling.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number (IMPORTANT)

**\* Requests received after the deadline will be charged at \$45.00 per hour**