

# WATERFRONT PLAZA

## After-Hours Service Request Form

Tenant: \_\_\_\_\_ Bldg & Suite: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

***New Requests, Updates and Cancellations must be provided at least 48-hours in advance and will be billed at a rate of \$40 per hour. Charges will be reflected on monthly rent statement.***

STANDARD BUILDING HOURS	
A/C	
Monday - Friday	7:00 a.m. - 6:00 p.m.
Saturday 'On-Demand'	8:00 a.m. - 12:00 p.m. * <b>*Tenants must notify Management to turn on Saturday 'On-Demand' service. No charge will be applied for this service.</b>
Sunday & Building Holidays	None

Check all boxes that apply:

**'SATURDAY ON DEMAND'**

Date: \_\_\_\_\_ Bldg: \_\_\_\_\_ Floor: \_\_\_\_\_  
 Security sign-off \_\_\_\_\_ Security sign-off \_\_\_\_\_

**ALL OTHER AFTER-HOUR REQUESTS**

Date: \_\_\_\_\_ Bldg: \_\_\_\_\_ Floor: \_\_\_\_\_  
 Hours: \_\_\_\_\_ a.m. / p.m. TO: \_\_\_\_\_ a.m. / p.m.  
 Security sign-off \_\_\_\_\_ Security sign-off \_\_\_\_\_

\_\_\_\_\_  
*Tenant's Authorized Representative*

\_\_\_\_\_  
*Printed Name of Representative*

\_\_\_\_\_  
*Date*

<b># of Hours:</b>	_____
<b>Hourly Rate:</b>	_____
<b>Subtotal:</b>	_____
<b>4.712% GET:</b>	_____
<b>Total:</b>	_____