

**IMPORTANT:** After hours HVAC service: Monday - Friday: 9:00 pm - 7:00 am, Saturdays, Sundays & Holidays: All day.

**NOTE:** There is a charge for after hours HVAC service. For more information, please contact the management office.

Company name:		Suite No:
Tenant representative first and last name:		Title:
Telephone:	Email address:	
Signature:	Date submitted dd-mm-yyyy:	

Services requested:	HVAC: <input type="checkbox"/>	Lights: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Reservation date dd-mm-yyyy:	Start time:	Finish time:	Total hours:	Suite no/floor:
Reservation date dd-mm-yyyy:	Start time:	Finish time:	Total hours:	Suite no/floor:
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Reservation date dd-mm-yyyy:	Start time:	Finish time:	Total hours:	Suite no/floor:
Reservation date dd-mm-yyyy:	Start time:	Finish time:	Total hours:	Suite no/floor:
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Reservation date dd-mm-yyyy:	Start time:	Finish time:	Total hours:	Suite no/floor:
Reservation date dd-mm-yyyy:	Start time:	Finish time:	Total hours:	Suite no/floor:

This section of the form is to be completed by the management office.

Received by:	Date dd-mm-yyyy:	Time:
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QuadReal Property Group (your contact information here)