

OVERTIME AIR CONDITIONING REQUEST FORM

To: Kim Southers, Property Manager
 515 W Mayfield Rd, Suite 303
 Arlington, TX 76014

From: _____

Date: _____

Tenant Name: _____

Contacts Phone #: _____ Fax #: _____

Deliver to Management Office, Suite 408 or Email to: fhernandez@ipc.com (24-hour notice required)

Dates Requested

Hours Requested (2 Hour Minimum Increments)	
From: _____ am/pm	From: _____ am/pm
From: _____ am/pm	From: _____ am/pm
From: _____ am/pm	From: _____ am/pm
From: _____ am/pm	From: _____ am/pm
From: _____ am/pm	From: _____ am/pm
From: _____ am/pm	From: _____ am/pm

Overtime air conditioning charge per hour (2 hour minimum increments) _____ per hour

Air Conditioning & Heating are provided from 7:00 am to 6:00 pm Monday - Friday (except holidays) and 8:00 am to 1:00 pm on Saturday. Request for Overtime Air Conditioning or Heating must be submitted **in writing at least 24 hours in advance on days of business** in order to allow the scheduling of equipment by our Engineering Staff.

Authorized & Approved by: _____

<i>For Office Use Only:</i>		
By: _____	Date: _____	Time: _____
Tenant Invoiced: \$ _____	Date _____	
Amount	Date	