

LINCOLN CENTRE

OVERTIME AIR CONDITIONING REQUEST FORM

Company Name: _____ Building/Suite: _____

Contact Name: _____ Office Phone #: _____

Date(s) Requested	Hours Requested (2 HOUR MINIMUM INCREMENTS)
	From: a.m./p.m. To: a.m./p.m.
	From: a.m./p.m. To: a.m./p.m.
	From: a.m./p.m. To: a.m./p.m.
	From: a.m./p.m. To: a.m./p.m.
	From: a.m./p.m. To: a.m./p.m.
	From: a.m./p.m. To: a.m./p.m.
	From: a.m./p.m. To: a.m./p.m.

Overtime Air Conditioning	\$50.00	Per Hour
Penalty Fee	\$80.00	Late Weekend Notice (See below)

Air Conditioning and Heating are provided from 8:00 a.m. to 6:00 p.m. Monday - Friday (except Holidays), and will be provided **at no charge** from 8:00 a.m. to 1:00 p.m. on Saturdays **by your request**. Requests for Overtime Air Conditioning or Heating should be submitted **in writing at least 24 hours in advance** in order to allow the scheduling of our Engineering Staff. **All requests for weekend Overtime Air Conditioning or Heating must be received by 10:00 a.m. on the preceding Friday or the above penalty fee will be applied.** Please notify the Lincoln Centre Security office at 972-770-2487 if a problem occurs while receiving Over Time Air Conditioning or Heating.

Send to Eva Snipes
 Direct: 972.770.2440
 Fax: 972.770.2450
evasnipes@cousinsproperties.com

REQUEST PLACED BY: _____
Authorized Tenant Contact's Signature Date