



**SERVICE WORK ORDER  
REQUEST**

**Tenant Name:** \_\_\_\_\_ **Suite #** \_\_\_\_\_

**Person Making Request:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Work Requested:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Tenant Authorization (*Print Name*)                      Signature                      Date

***Below This Line For Management Office Only***

Date work performed: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM/PM

Name of engineer (s): \_\_\_\_\_ Stop Time: \_\_\_\_\_ AM/PM

Outside contractor required? \_\_\_\_\_ Name Of Contractor: \_\_\_\_\_

<p><b>Total number of regular hours</b> _____ X \$24.00 per hour = \$_____ (2 hr. minimum)  <b>Charge \$</b> _____</p>	<p><b>Total number of scheduled overtime hours</b> _____ X \$50.00 per hour = \$_____ (2 hr. minimum) <b>Plus travel time and mileage.</b>  <b>Charge \$</b> _____</p>
<p><b>Supplies Used:</b> _____ _____ _____ <b>Charge \$</b> _____</p>	

**PLEASE RETURN THIS FORM TO:**  
5444 Westheimer, Suite 1500, Houston, Texas 77056  
Phone: (713) 877-1245 Fax: (713) 877-8638