

**GREENSPPOINT PLACE
OVERTIME AIR CONDITIONING REQUEST**

**Fax To: Lincoln Property Management 281-875-7878 - After 5:00 p.m. Security Office 281-875-7974
Or email to CArthur@lpc.com before 5:00 PM**

Please tab to advance cells

Building: _____ Today's Date: _____

Tenant: _____ Person Requesting: _____

Charge Code: _____ Room No. _____

Department _____ Phone No. _____

DATE	Day of Week	FLOOR	TIME ON	TIME OFF
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Authorized Tenant Signature: _____

In order to avoid a \$50 late fee, Overtime Air Requests must be received in the Service Center by 4 p.m. Monday – Friday.

**MANAGEMENT OFFICE USE ONLY
Billing Computation**

A/C Request Completed by (LPC): _____

No. of AHU: _____

Unit Put on Line to Provide Service: _____

Total Overtime Hours: _____

(X) Rate per hour: _____

Total Amount Billed: _____

Late Fee Applicable: **Yes** _____ **No** _____

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