

# 1515 WYNKOOP OVERTIME AIR REQUEST

- ALL FORMS NEED TO BE RECEIVED BY THE MANAGEMENT OFFICE BEFORE:**
- 2:00 P.M. ON THE DAY AIR IS NEEDED MONDAY-FRIDAY\*
  - 2:00 P.M. ON FRIDAY FOR WEEKEND AIR\*
  - 12:00 P.M. ON THE PRECEDING BUSINESS DAY FOR HOLIDAYS\*

**\* Please note that an additional \$50.00 "call in" charge will accompany any overtime air request that was not scheduled with the property management office per the above instructions.**

*All information must be in print and accurately completed  
EMAIL: 1515.wynkoopPM@hines.com*

Company: \_\_\_\_\_ Requested By: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Floor Level: \_\_\_\_\_

Date A/C Needed: \_\_\_\_\_ Suite Number: \_\_\_\_\_

Time On: \_\_\_\_\_ Time Off: \_\_\_\_\_

East side: \_\_\_\_\_ (please check) West side: \_\_\_\_\_ (please check)

(If entire floor is needed, please check both east and west. If side is unknown leave unchecked, management will determine which is needed.  
Charge is based PER SIDE. If both sides are checked, the charge is DOUBLE per hour)

Authorized Tenant Signature: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Request Received By: \_\_\_\_\_ (Please Print)

Management Office Use Only  
Billing Computation

Day(s) of Week	Requested Hours	Overtime Hours

THERE IS NO CHARGE FOR SATURDAY FROM 8:00 A.M.-12:00 P.M.

Total Overtime Hours: \_\_\_\_\_  
 Lease Rate per Hour per Side \_\_\_\_\_  
 Total Air Charge: \_\_\_\_\_  
 Call in Charge: \_\_\_\_\_  
**TOTAL:** \_\_\_\_\_

Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
A/C Cancellation Requested

Time of Cancellation: \_\_\_\_\_ By: \_\_\_\_\_  
 (Signature)