

加时空调申请表

Application for Additional Air-Conditioning Supply

日期 _____
Date

我司 _____ 的办公单元 _____
Tenant (公司名称 Company Name) Unit No. (办公单元号 Office Unit)

以下区域:

(整个单元/楼层) _____
(Unit No./Floor)

申请以下详述时间段内加时空调供应, 并保证支付相应之费用。

Applying for additional air-conditioning supply during the said period below and will be responsible to pay the relevant expense .

正常空调供应时间:

Normal Air-Conditioning Supply Schedule:

星期一至星期五(Monday-Friday) 08:00-19:00

星期六(Saturday) 08:00-13:00

星期日及国家法定假日除外(Except Sunday & National Public Holidays)

租户申请加时供应时段 Air-Conditioning Supply Schedule		
空调加时供应日期 Date	开始时间 Start Time	结束时间 End Time

注意事项:

-请提前最少 3 小时将此申请表邮件发送至贵司对应的租户服务专员处;

-未按规定时间提前申请或/及申请表内容不完整将不提供超时空调供应。

Remarks:

-This application should be submitted to corresponding Tenant Service Officer at least 3 hours earlier for arrangement.

-Incomplete application form will not be accepted.

联络人: _____ 电子邮箱: _____
Contact Person E-mail

联系电话: _____
Contact No.

请划掉不需要之项目

Please delete the inappropriate

租户代表签字及公司盖章

Signature of Tenant's Responsible Person with Company Chop