

FREIGHT ELEVATOR / LOADING DOCK REQUEST FORM



Please type or print clearly.

This form may be submitted via the *ANGUS Work Order System* or delivered to The Office of the Building at 1875 Century Park East, Suite 1110 at least 24 hours prior to the date(s) requested.

Tenant Name: _____	Description of Work (i.e. Move-In, Furniture Delivery etc.): _____
Tower & Suite #: _____	_____
Tenant Requester's Name & Phone #: _____	_____
Vendor Name: _____	_____
Vendor Contact's Name & Phone #: _____	Please check the appropriate selection below: <input type="checkbox"/> Loading Dock AND Freight Elevator <input type="checkbox"/> Freight Elevator ONLY

Loading Dock & Freight Elevator "business hours" are 6:00am to 6:00pm Monday through Friday with a 1 hour maximum time limit upon arrival at no cost.

Large Deliveries & Moves must take place after hours. "After hours" are 6:00pm to 6:00am Monday through Friday or any time on the weekends.

A Security Officer is required for all after hours freight elevator and/or loading dock access for a fee.

AFTER HOURS BILLING RATE: \$40.00 per hour with a four (4) hours minimum charge for loading dock and/or freight elevator requests.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Time							

Special Instructions: _____

Tenant Authorization: _____

Date Submitted: _____

Vendor Insurance must be on file prior to arriving onsite otherwise they will fall back on your tenant insurance in accordance with your lease. It is the tenant's responsibility to ensure The Office of the Building has a current COI on file for your vendor prior to the vendor arriving to the property.