

MEMORANDUM

**TO: WALNUT CREEK CENTER
PROPERTY MANAGER
FACSIMILE (925) 287-9234**

**RE: AFTER-HOURS HEATING, AIR CONDITIONING &
VENTILATION**

It is understood that Walnut Creek Center can provide After-Hours Heating/Air Conditioning and the cost is presently charged at **\$100.00 per hour**. This request must be approved by an authorized representative of the company and notification to the Property Manager by Friday noon for weekend or Monday holiday service.

We are requesting this service for the following date(s) and time(s):

DATE(S): _____

TIME(S): _____

ACKNOWLEDGED & AGREED:

TENANT NAME: _____

BY: _____

ITS: _____

DATE: _____

WALNUT CREEK CENTER
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