

**BANYAN STREET**  
**At Douglas Entrance**

800 Douglas Road Suite 370  
Coral Gables, FL 33134  
Phone (305) 444-1941  
Fax (305) 443-9972

**TENANT SERVICE REQUEST**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Floor / Suite # \_\_\_\_\_

Service Requested: \_\_\_\_\_

Request Received By: \_\_\_\_\_ Request Taken By: \_\_\_\_\_

Charge \_\_\_\_\_ No Charge \_\_\_\_\_ Regular \_\_\_\_\_ Priority \_\_\_\_\_

\_\_\_ The above mentioned work will be billed at the rate of \$35.00 per man-hour for a Maintenance worker, with a minimum charge of \$30.00 for labor only. Any materials used on this job will be additional.

\_\_\_ The above mentioned work will be billed at the rate of \$50.00 per man-hour for the Building's Chief Engineer.

\_\_\_ The above mentioned work request will be done on a time and material basis  
Total cost not to exceed \$ \_\_\_\_\_

\_\_\_ The above mentioned work will be performed by one of the Landlord's vendors/contractors and charged to the Landlord's account. The Landlord will subsequently bill the tenant for this work separately.

Authorized Tenant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Man Hours \_\_\_\_\_ Completed By: \_\_\_\_\_ Labor Cost \$ \_\_\_\_\_

Job Contractor \_\_\_\_\_ Material \$ \_\_\_\_\_

Date Completed \_\_\_\_\_ Contract \$ \_\_\_\_\_

Approved \_\_\_\_\_ Overhead 20% of Mat./Cont. \$ \_\_\_\_\_

Overhead Tax 6.8 % \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_