

時代



廣場

Ad hoc Order

For office use only

Ref No :

Application for Additional Air-conditioning (A/C) Supply

Tenant Name :		
Office	Suite No.	Tower One / Shell Tower
Retail	Shop No.	
Contact person during A/C supply :		
Name :		Tel. no. :
Applied by : _____ Date : _____ Authorized Signature with Company Chop Name : _____ Position : _____ in BLOCK letter		

Date(s) required	Time	
	From	To

 Please tick where appropriate

During the requested period, please arrange supply :-

 every day
 also on Sundays
 also on public holidays
 also on public holiday's eve

 Others _____
 Please specify

Remarks :

- Minimum additional air-conditioning supplying time is **ONE** hour
- For assistance, please call our 24-hr hotline at **2118 8900**

NORMAL SUPPLY HOURS			APPLICATION TIME	BY FAX	BY HAND
OFFICE	Monday – Friday	8:30 to 19:00	Office Hours	2118 8088	Suite 1501-6, Shell Tower
	Saturday	8:30 to 14:00	Monday-Friday (except holiday) 09:00 to 16:00		
	Sunday/Public Holiday	Nil	Non-Office Hours	2506 2022	B3/F Building Inspector Room
SHOP	Daily	10:00 to 22:00			
RESTAURANT/ FOOD OUTLETS	Daily	As per lease			

FOR OFFICE USE ONLY

Tenant No.	Charge Code	Unit Code	Amount (HK\$)
	17		hrs @ \$ =