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廣場

**Standing Order**

For office use only

Ref No :

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

<b>Tenant Name :</b>		
<b>Office</b>	<b>Suite No.</b>	<b>Tower One / Shell Tower</b>
<b>Retail</b>	<b>Shop No.</b>	
<b>Contact person during A/C supply :</b>		<b>Name :</b> _____ <b>Tel. no. :</b> _____
<b>Applied by :</b> _____ <b>Date :</b> _____ Authorized Signature with Company Chop		
<b>Name :</b> _____		<b>Position :</b> _____
in <b>BLOCK</b> 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 Monday-Friday (except holiday) 09:00 to 16:00	2118 8088	Suite 1501-6, Shell Tower
	Saturday	8:30 to 14:00			
	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			

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