

**150 KING STREET WEST
REQUEST FOR MOVEMENT SUPERVISION OR SECURITY ESCORT**

DATE REQUIRED:

TENANT: SUITE NO:

PERSON AUTHORIZING REQUEST:

IMPORTANT

This form, when completed must be confirmed by the management office 72 hours before the contemplated move or service date.

NOTE: All movement of freight or bulky matter is restricted to the service elevator. To avoid any potential scheduling issues, we recommend reserving the freight elevator as early as possible.

The tenant is responsible for any damage caused as a result of the move.

STARTING TIME: APPROX. FINISHING TIME: NO. OF SERVICE PERSONNEL
REQUIRED:

ACTUAL STARTING TIME: ACTUAL FINISHING TIME:

NAME OF CARRIER OR CONTRACTOR: PHONE NO:

NAME OF CARRIER'S OR CONTRACTOR REPRESENTATIVE:

TYPE OF GOODS TO BE MOVED IF APPLICABLE:

SIGNATURE OF PERSON AUTHORIZING SERVICE: DATE:

CONFIRMED BY: DATE:

SERVICE PERSONNEL	NO. OF HOURS	CHARGE PER HOUR	CHARGES

SHIPPER/RECEIVER: TOTAL CHARGES:

GENERAL SERVICES AUTHORIZATION:

Charges for movement supervision, including hoisting and elevator services, are the responsibility of the Tenant. Inaccurate appointment bookings and/or late cancellations are subject to appropriate tenant charges by BentallGreenOak. Please note that all charges are subject to a 15% administration fee. NOTE: Minimum time charge for all requests is four hours.

PLEASE NOTE:
By the assignment of the above elevator the exclusive use of thereof is neither granted nor implied.