TENANT REQUEST FOR SECURITY SUPERVISION

IMPORTANT: This form, when completed, must be confirmed by the Security Department at least one (1), working day prior to the contemplated move or service date. Please also allow sufficient time to approve all related forms such as, "Property Removal Authorization Form" and the "Freight Elevator Booking Form" that may be required. NOTE: All movement of freight or bulky matter is restricted to the service elevator only. To avoid any potential scheduling issues, we recommend reserving the freight elevator as early as possible.

Company name:	Suite No:
Tenant representative first and last name:	Title:

Telephone:	Email address:
Signature:	Date submitted dd-mm-yyyy:

IMPORTANT: The tenant will be responsible for any damage caused as a result of the move.

Security supervision request date dd-mm-yyyy:	Starting time:	Finishing time:
Contractor company name:		
Contractor onsite representative first and last name	Telephone no:	
Email address:	Number of onsite personnel:	
Authorizing signature:	Date dd-mm-yyyy:	
Brief description of work:		
Special access areas (if applicable):		

This section of the form is to be completed by security. Charges for security 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 QuadReal. Please note that all charges are subject to 15% administration fee. NOTE: Minimum time charge for all requests is four hours.

Start date dd-mm-yyyy:	Finishing Date dd-mm-yyyy:	Starting time:	Finishing time:
Security personnel:	Number of hours:	Hourly rate:	Charges:
Start date dd-mm-yyyy:	Finishing Date dd-mm-yyyy:	Starting time:	Finishing time:
Security personnel:	Number of hours:	Hourly rate:	Charges:

This section of the form is to be completed by the management office.

Received by:	Date dd-mm-yyyy:	Time:

QuadReal Property Group (your contact information here)