



國際展貿中心
Hongkong International Trade & Exhibition Centre

Application for Extra Air-Conditioning Service

To : HITEC Management Ltd

From : Tenant _____

Floor _____

Premises _____

We would like to request the extra Air-Conditioning provision to our premises as above mentioned location for :

(Date) From _____ to _____

(Time) From _____ to _____

Kindly arrange accordingly.

Authorized Signature & Company Chop

Contact Person

Date

Contact Tel No

Remark : -3 days advance notice for the commencement of the extra air-conditioning provision.
 -1 day advance notice for the cancellation of the occasional extra air-conditioning provision.
 -1 month advance notice for the cancellation of the long term extra air-conditioning provision.

For Office Use :

<input type="checkbox"/> Occasional	<input type="checkbox"/> Long Term
Hourly Rate : HK\$ _____	Hourly Rate : HK\$ _____
No. of Hours : _____	No. of Hours : _____
Amount : HK\$ _____	No. of Days : _____
	Amount : HK\$ _____

Handled By : _____

cc : Mr. Alan Wong - Technical Department
 Mr. Ben Wong - Finance & Accounts
 Control Room