

# Corporate Center Pasadena

## TENANT SERVICE REQUEST FORM

If you have a general service request, please complete this form and fax a copy to The Office of the Building at (insert fax number). If you have an URGENT request, please call The Office of the Building at (insert phone number).

Tenant Company Name: \_\_\_\_\_

Suite Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact fax numbers: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Time of Request: \_\_\_\_\_

Description of Service requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*An engineer, dayporter or other service personnel will be dispatched.*