



**EMERALD PLAZA**  
**SERVICE ORDER REQUEST**

**LABOR RATES:** Chief Engineer \$90.00 per hour  
Building Engineer \$65.00 per hour  
Day Porter \$35.00 per hour

\*\*After-hours rate @ 1 1/2 times the regular rate

**All prices subject to change without notice**

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This section is to be completed by tenant prior to the commencement of any work:

Company Name: \_\_\_\_\_ Suite: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize Kearny to perform the work described above and authorize the costs of said work to appear on the next rental invoice as billed by Kearny and understand that said costs will become a part of Additional Rents pursuant to the Lease.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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This section to be completed by property management.

CHARGES INCURRED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL DUE: \_\_\_\_\_ COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_

BILLED TO ACCOUNT: \_\_\_\_\_ MONTH OF BILLING: \_\_\_\_\_