

Loading Dock Space Request

Customer: _____

Date of Request: _____

Company/Delivery Name: _____

Company Contact Name: _____

Date(s) work is to be performed: _____

Approximate Time: From: _____ A.M. P.M. To: _____ A.M. P.M.

Work to be performed (be specific): _____

Additional Requirements: _____

Customer Approval: _____
(Print Name) (Signature)

230 Peachtree Approvals: _____

Note: This form authorizes Security to allow the contractor access to Building areas only. Security will not allow the contractor access to the tenant space; this is the Tenant's responsibility.

Please complete and return to:

**Portman Management Company
ATTN: Property Management
230 Peachtree St. NW, Suite 1600
Atlanta, Georgia 30303
Phone 404-614-5230 Fax 404-577-5799
P230info@portmanholdings.com**