

To : Central Plaza Management Co. Ltd. – B1 Management Office

From : _____

Suite No. : _____ Date: _____

Contact Person: _____ Tel. No.: _____

Re.: SCHEDULE FOR MONTHLY CLEANING SERVICES

Please arrange cleaners to carry out monthly cleaning services for our unit in accordance with the following schedule:

Month \ Time	JAN	FEB	MAR	APR	MAY	JUNE
Date						
Time						

Month \ Time	JULY	AUG	SEP	OCT	NOV	DEC
Date						
Time						

Signature with Company chop

Notes: 1. Please complete and fax this form to the Management Office (fax no.: 2586 8120) within seven days upon receipt of it.

2. Please feel free to contact the Management Office at tel. No.: 2586 8123 for any queries.