



Freight Elevator Reservation Form

The 200 West Madison Freight Elevator and Dock Attendant may be reserved between the hours of 4:30P.M. and 6:30A.M., Monday through Friday, or anytime Saturday and Sunday, on a "first come first served" basis.

The Freight Elevator *cannot* be reserved during business hours: 6:30A.M. - 4:30P.M., Monday – Friday.

A minimum of four (4) hours is required to reserve the Freight Elevator and Dock Attendant at a rate of \$90.00 per hour, per posted officer. All vendors must have a current certificate of insurance on file with the Office of the Building. All freight reservations must be made *at least* 1 day prior to the date of reservation by contacting the Office of the Building at 312.407.6400. Also, all cancellations must be made 24 hours in advance or you will be charged the four (4) hour minimum.

Please complete this form and return it to the Office of the Building by email to Emily.Minning@transwestern.com or by fax to 312.606.7265. Confirmation will be returned to the designated tenant contact. (Tenant must complete this form)

REQUESTED BY:

Tenant: _____

Suite/Floor: _____

Tenant Contact: _____

Tenant Contact Telephone Number: _____

Tenant Contact's Fax Number: _____

Reason for Use: _____

Date: _____ Time: _____

Vendor/Contractor: _____

Vendor/Contractor Contact: _____

Vendor/Contractor Telephone Number: _____

Requested By: _____ Date: _____

Please Complete if Reservation relates to a Tenant Move-Out:

Forwarding Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____