



Westway Plaza

LOCK SERVICE REQUEST FORM

Lock requests are processed in order of receipt and dispatched to our offsite building locksmith. Please submit this form to the Hines Property Management Office at WestwayPlaza.PM@hines.com. The locksmith will not be able to provide "on-demand" services that are not listed below. Any last-minute additions to the work will need to be submitted on a separate form and scheduled for another date.

Company Name

Suite Number

Contact Name

Email Address

Phone Number

Please use the space provided below to explain your lock request. Please give as much detail as possible regarding the location needing service (i.e. number of key copies, interior office door, special lock, etc.).

Please Select One:

☐ I need a quote for the work specified prior to work commencing.

Requested Timeframe to Meet: _____

☐ I do not need a quote but need to meet with the locksmith regarding the project details.

Requested Timeframe to Meet: _____

☐ I do not need a quote and the locksmith may begin work without customer representation.

Signature of Authorized Tenant Representative

Print Name

Date