

# Memorial City Plazas

## IMPAK SET-UP REQUEST FORM

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address/Suite:** \_\_\_\_\_

Tenant service requests should be entered via the IMPAK work order system. You will be able to submit your service requests by logging onto [www.impaksolutions.com/metronational](http://www.impaksolutions.com/metronational).

Entering work orders this way will enable our staff to respond quickly to your requests as a work order will automatically be generated and put in line for servicing. This service will also allow you to track the progress of a specific request through completion. Additionally, it allows both Tenant and Landlord the ability to review the history of the requests that your Company submits thereby quickly isolating any repeating or chronic problems. The system will also allow our office to post notices to Tenants for holiday closures and other building events.

Please designate two (2) Tenant Coordinators who will be the primary users to enter work orders. Please list their names below along with their email addresses. Each user will receive an email when they have been added to the system with their username and password.

Name	User Name	Email Address	Password
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_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

Please drop off or email this form to the Property Management Office