

## The Offices at Pin Oak Park Service Requests

Need the air adjusted in your suite? Does a light bulb need to be replaced? Our customers can now request service online. This is how it works:

On the bottom half of this form, please provide the names, email addresses, user name and pass codes of those on your staff who will need access to the IMPAK system. This list should be limited to those on your staff who are responsible for communicating service requests to us. You will also find attached "User Instructions" which will familiarize you with this new system.

Within a few days of the receipt of this form, each of the staff member listed will receive an email confirming they have been set up in our system, and they may begin using it immediately. Upon registration, you can log onto [www.impaksolutions.com/navisys](http://www.impaksolutions.com/navisys) to submit your service requests and review the progress and history of your previous service requests.

We hope you will find this new technology helpful however you are still always welcome to contact us directly by phone at 713-668-1776.

Sincerely,

Jennifer Teel  
Property Secretary  
[jteel@navisysgroup.com](mailto:jteel@navisysgroup.com)

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### THE OFFICES AT PIN OAK PARK [www.impaksolutions.com/navisys](http://www.impaksolutions.com/navisys)

Company Name	Building	Suite

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Please list the information requested below for staff members who will need access to Impak Solutions. Fax to Navisys Group at 713-666-3918 or hand deliver to 6750 West Loop South, Suite 330, Bellaire, TX 77401.

Employee Name	Email Address	Username (5-10 #'s / characters)	Password
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Authorized Tenant Representative

\_\_\_\_\_  
Date