

11720 Amber Park Dr. 160 PMB ▪ Alpharetta, Ga 30009 ▪ Bus (678) 606-9333 ▪ FAX (229) 516-1254
info@fortknoxpm.com ▪ www.fortknoxpm.com

VENDOR VACATION NOTICE

I am submitting the information for pending vacation time. I will notify Fort Knox Property Management, LLC of any delays or extension of time.

I will also contact FKPM regarding any outstanding work orders prior to leaving on vacation. I have listed below the persons who will perform work in my absence.

Name of vendor	
Date leaving	
Date returning	
Persons working during my vacation	
List work orders delayed	
Signature of Vendor	

Please fax or mail notice to

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 LLC
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