



Dear Keyway Place Resident:

**We're pleased that ArtisTree** Landscape Maintenance & Design offers our homeowners the opportunity to submit work order requests online to eliminate paperwork and lengthy phone calls. Simply follow the steps below:

- Visit ArtisTree's website at [www.artistree.com](http://www.artistree.com)
- Go to CONTACT US from the navigation bar and select WORK ORDERS.
- Click "Enter Work Order Request" and you will be directed to the Work Order System.
- Select your Community ID from the drop-down menu *only*. Any submissions other than KWPL-001 will not be received.

## KEYWAY PLACE IS KWPL-001

- Enter your complete information and choose a selection from each drop-down menu.
- Enter a description of your request and hit "Submit."

Your ArtisTree account executive will receive your request, and you will receive a confirmation email and Request ID at the email address you entered. **It's** easy and efficient!