

TENANT SIGNAGE ORDER FORM

This order is for the building standard door sign provided in your build-out allowance. Please indicate below what name you require. Allowance is for one door sign and one directory strip for the lobby directory. Additional signage may be ordered if necessary, and we will provide you with a quote on the cost.

Please keep in mind that we are limited by what can be put on the sign.

This order form should be completed as soon as possible to ensure delivery by your move-in date. The lead time for signage is 3-4 weeks.

PROPERTY NAME: _____ **BUILDING** _____ **SUITE #** _____

DOOR SIGN TO READ: _

DIRECTORY TO READ: _

Signage order approved by:

Tenant: _____

Contact: _____

Phone: _____

Date: _____

Return to:

Property Management