

CENTENNIAL LAKES OFFICE PARK

Forms

SUITE SIGN & DIRECTORY LISTING REQUEST

FORM C

Tenant suite signs and company identifications for the building directory are ordered from Cushman & Wakefield/NorthMarq Real Estate Services prior to your move-in. Building management furnishes the original suite sign and digital directory listings at no cost to you. Charges will occur for any additional signs or changes to the suite sign.

To place an order for your suite signage and for the listing in the digital directory, *please complete the following required information and attach it in an email to clopmain@cushwakenm.com*. Please furnish this information as soon as possible, as production lead-time is one to two weeks.

Tenant Name: _____

Tenant Suite Number: _____ Main Company Phone Number: _____

Primary Contact Person: _____ Phone Number: _____

TENANT SUITE SIGN TO READ:

*(Please **print** or **type** in upper and lower case letters exactly what you wish to appear on your suite sign, including **all** punctuation.)*

Line 1. _____

EMPLOYEE LIST and TITLE (optional)

Please send business logos in AI or EPS Format to clopmain@cushwakenm.com (optional)

LOBBY DIRECTORY LISTING TO READ:

*Please **print** or **type** in upper and lower case letters exactly what you wish to appear as the digital directory business name on the digital lobby directory, including **all** punctuation.)*

Business descriptions for the digital directory can be sent to clopmain@cushwakenm.com with a maximum of 300 characters.

Tenant Authorization

____/____/____
Date

