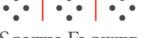
Four*Forty*Four



South Flower

Defining the Art of Workplace

TENANT CONTACT INFORMATION FORM

6

I. General Information				
Tenant Name:		Date:		
Sub-Tenant of:		Suite(s):		
Main Phone:		Reception Floor:		
# of Employees:		Main Fax:		
II. Tenant Authorized Contact Information	Title	Direct Phone # Email		
		Direct Phone # Emain		
1				
2				
3				
4				
5				

III. After-Hours Emergency Contacts (for emergencies involving the building & your suite(s)).					
Name	Title	Emergency Phone 1	Emergency Phone 2		
1					
2					
3					
4					
5					
	_				

IV. Accounting Contacts			
1 Accounts Payable:	Name	Direct Phone #	Email
Rent & Sundry statements should be sent to:	Mailing Address:		
2 Operating Expenses:	Name	Direct Phone #	Email
Calculations should be sent to:	Mailing Address:		

DISTRIBUTION: ENGINEERING SECURITY JANITORIAL OFFICE OF THE BUILDING

