

## TENANT SIGNAGE REQUEST FORM

### YOUR CONTACT INFORMATION

YOUR COMPANY NAME: \_\_\_\_\_

YOUR SUITE NUMBER AND BUILDING: \_\_\_\_\_

YOUR CONTACT NAME: \_\_\_\_\_ DATE ORDER SUBMITTED: \_\_\_\_\_

YOUR PHONE NUMBER: \_\_\_\_\_ ORDER SUBMITTED VIA:  Fax  Email

### YOUR SIGNAGE REQUEST

THIS REQUEST IS FOR SIGNAGE LOCATED IN BENTALL TOWER:  One  Two  Three  Four

**SPECIFICALLY, THIS REQUEST IS FOR THE SIGNAGE LOCATED ON THE:**

Main lobby directory board  Y  N

Elevator directory board on my floor  Y  N >>>>>> Direction of the arrow should be:  right  left

My entrance door  Y  N

My entrance door is:  glass  wood

ADD THE FOLLOWING

REMOVE THE FOLLOWING

RELOCATE THE FOLLOWING

COMPANY / PERSON'S NAME: \_\_\_\_\_ SUITE #: \_\_\_\_\_

COMPANY / PERSON'S NAME: \_\_\_\_\_ SUITE #: \_\_\_\_\_

COMPANY / PERSON'S NAME: \_\_\_\_\_ SUITE #: \_\_\_\_\_

This signage request should be listed *alphabetically by last name* on the directory board(s):  Yes  No  N/A

This signage request should be indented beneath our company name:  Yes  No  N/A

This signage request should have our suite number next to the name:  Yes  No  N/A

This signage request is effective on: \_\_\_\_\_

SIGNATURE OF TENANT CONTACT: \_\_\_\_\_

RETURN TO BENTALL CENTRE ATTN: FACILITIES ASSISTANT FOR BENTALL CENTRE  
EMAIL: [RTEARII@CANDEREL.COM](mailto:RTEARII@CANDEREL.COM) FAX: 778-328-5989