Tenant Signage Order

IMPORTANT: Please complete the section below and return to the management office.

Company name:	Suite No:
Tenant representative (first and last name):	Title:

Telephone:	Email address:
Signature:	Date submitted (mm-dd-yy):

SUITE SIGNAGE: Tenant company name (18 characters per line):

Floor No.								Suite No.									

FLOOR DIRECTORY SIGNAGE: Tenant name (maximum 31 characters):

														Suite No.																	
Left Directional Arrow: ← YES								Right Directional Arrow: → YES																							

DIGITAL DIRECTORY SIGNAGE: Tenant name (maximum 31 characters):

														Suite No.																	
Attach Logo: YES NO														Telephone No.																	

This section of the form is to be completed by the management office:

Received by:	Date (mm-dd-yy):	Time:
Comments:		

To complete the PDF form, download and save the file to your desktop before filling in the appropriate information (please fill in the form electronically, do not write out by hand). Then attach and send via email to: 121KingAdmin@am.jll.com

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JLL