

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: TENANT SERVICES COORDINATOR FOR BENTALL CENTRE
EMAIL: NSTEWART@CANDEREL.COM FAX: 778-328-5989