



CHECKLIST FOR FOUNTAIN SQUARE TENANTS

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Location	<input type="text"/>	Suite #	<input type="text"/>
Tenant Name	<input type="text"/>	Current Date	<input type="text"/>
Phone	<input type="text"/>	E-mail	<input type="text"/>

1. HOW MANY KEYS DO YOU NEED FOR THE EXTERIOR DOOR NEAR YOUR OFFICE?

2. HOW MANY KEYS DO YOU NEED FOR YOUR OFFICE DOOR(S)?

3. PLEASE STATE YOUR PREFERENTIAL LISTING FOR THE DIRECTORY:

4. A NINE INCH BY NINE INCH HALLWAY SIGN IS AVAILABLE. THE TOTAL COST FOR THIS SIGN IS \$40, TENANT WILL BE BILLED \$20. IN THE SPACE BELOW, INFORM ME OF YOUR PREFERRED COMPANY LISTING:

5. YOU MAY BE LISTED ON THE EXTERIOR DIRECTORY. TOTAL COST FOR THIS SIGN IS \$40, TENANT WILL BE BILLED \$20. PLEASE STATE YOUR PREFERENTIAL LISTING BELOW:

Call SBC to establish your phone service.
Then call a private vendor to connect your phone line to your office.