

PARKWAY NORTH CENTER SIGNAGE REQUEST FORM

Customer: _____

Address: _____

Phone Number: _____ Move In Date: _____

Please check below the items which you would like to order:

Directory Strips

To order directory strips for your company, please complete the information below. Please note that all directory strips are done in all capital letters. Please type or print legibly; directory strips will be made EXACTLY as your request appears on this form.

Name of Company as it will appear on the directory strip:

Your company's directory strip will show your location by giving the floor and wing in which your office is located (i.e. 5S would mean 5th floor, South end). This directional system is standard throughout Parkway North Center; no deviations will be allowed.

Door Lettering

If you have a glass door entry, your company name can be lettered on the door. If your office is located on the first floor, door lettering will only be done in the standard black font to maintain building standards. If on an upper floor, and you wish for your logo to appear on your door, you must submit camera-ready art work to the Management Office at least one month prior to your move-in date. All art work for door lettering will be presented to you for your review, but is subject to the approval of the Management Office.

If you have a wooden door entry, your company name can be lettered on a building standard plaque that will be mounted on the wall next to the door. Plaque lettering will follow building standard. No company logos are allowed.

Name of Company as it will appear on the glass door or plaque:

Request Submitted By: _____ on _____, 20____