

**THE TOWERS AT WILLIAMS SQUARE
TENANT REQUEST FOR BUILDING SIGNAGE**

TENANT DOOR SIGNAGE

All door signs are ordered exclusively by the Williams Square management office. The sign will be prepared utilizing the building standard format (font size, type, style, etc.) and will accommodate four (4) lines of type with a maximum of twenty (20) characters per line. Note that affiliations and/or logos are not permitted on door signage. Please print your company name below, exactly as it should appear on the sign.

PLEASE NOTE THE FOLLOWING:

Door signage will be re-billed to the tenant. Please allow 6 - 8 weeks for delivery and installation of all signage. For accuracy purposes, only written requests will be processed.

Requests from existing tenants to change door signage will be granted when appropriate legal documentation is received (company name change, merger, etc.).

Please return this completed form to the Williams Square Management Office by email, mail or via hand delivery. The mailing address is Vanderbilt Office Properties, 5221 N. O'Connor Blvd., Suite 100, Irving, TX 75039. You can email it to Kristie Turner at kturner@vanderbiltop.com

REQUEST SUBMITTED BY:

DATE REQUESTED:

NAME & TITLE (PLEASE PRINT)