

**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 six (6) 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.

VIDEO DIRECTORY SYSTEM

The building will publish your company name, suite number, tower location and names of executives (optional) in the video directory systems located in the lobby areas of each tower. To ensure proper spelling and placement within the system, please clearly print the information requested below.

COMPANY NAME / SUITE NUMBER / TOWER

NAME(S) OF EXECUTIVE CONTACT(S)

PLEASE NOTE THE FOLLOWING:

Door signage will be re-billed to the tenant. Please allow 4 - 6 weeks for delivery of all signage. For accuracy purposes, no verbal requests will be honored.

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. Forms may be faxed, hand delivered or mailed. The fax number is (972) 869-4820. The mailing address is Cousins Properties, 5215 N. O'Connor Blvd., Suite 1790, Irving, TX 75039.

REQUEST SUBMITTED BY:

DATE REQUESTED:

NAME & TITLE (PLEASE PRINT)