

**THE TOWERS AT WILLIAMS SQUARE
TENANT CONTACT / INFORMATION UPDATES**

COMPANY INFORMATION

COMPANY NAME, SUITE & TOWER	
MAIN PHONE #	
MAIN FAX #	

CONTACTS DURING BUSINESS HOURS – PLEASE PLACE IN ORDER OF NOTIFICATION

NAME / TITLE	DIRECT PHONE	E-MAIL
1.		
2.		
3.		

CONTACTS AFTER BUSINESS HOURS(EMERGENCY) – PLEASE PLACE IN ORDER OF NOTIFICATION

NAME / TITLE	HOME PHONE	CELL PHONE
1.		
2.		
3.		

EXECUTIVE AND LEASING CONTACTS

NAME/TITLE	DIRECT PHONE	E-MAIL
1.		

ACCOUNTING – BILLING CONTACTS

NAME/TITLE	DIRECT PHONE	E-MAIL
1.		
2.		

FIRE WARDEN ASSIGNMENTS (BY FLOOR)

NAME	DIRECT PHONE	EMAIL	FLOOR & TOWER
1.			
2.			
3.			
4.			

New Tenants - Please provide the above information to the Management Office immediately upon occupancy of your suite. Existing Tenants – Make corrections or revisions as necessary and return this form to the Management Office. It is very important to provide the Management Office with the most current information in a timely manner in order to keep our records accurate at all times. Thank You.

FORM COMPLETED BY:	DATE:
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(PLEASE PRINT)