Douglas Emmett

SIGNAGE REQUEST FORM

Form CT-03

Sherman Oaks Galleria

To order signage for your suite in the Building, please complete this form, have an authorized person sign it and return it to the Office of the Building.

Tenant Name:				Contact Phone #:	
Suite No.:				Date:	
Building:	Comerica Bank Building	Garden Office Building	☐ Courtyard Building	☐ Atrium Building	Retail Building
	all copy <u>carefully</u> , as we rs, including punctuation a		nsible for errors. If	you are not sure, please	confirm with us the
DOOR PLAQUE					
Please print or typ	oe exact copy				Suite No.:
FIXED BOARD LOBBY DIRECTORY (Garden Office & Courtyard Building)					
Please print or typ	pe exact copy				Suite No.:
	ELECTRON	IC LOBBY DIREC	TORY (Comerica B	ank Building)	
Please print or type exact copy					Suite No.:
Your account will be applicable on third p us before submitting	e billed in accordance witl party charges. If you hav g this form.	h our standard pra e any questions ab	ctices for the reques rout how your charg	ted services, including a es will be calculated, ple	n administrative fee as ase discuss them with
Tenant Authorized	Signature	:			
Person:	Type/print name & title	:			

If you have any questions, please contact the Office of the Building:
Phone: 818 -382-4100 Fax: 818-382-4101 Email: sog@douglasemmett.com
15301 Ventura Boulevard, Suite 360, Sherman Oaks, CA 91403