

Uptown Centre

DIRECTORY BOARD LISTING REQUEST

SECTION A NEW LISTING (Also use this section for changes to an existing listing)	
We hereby request the following listing be added to the building directory board:	
Name: _____ (print the name as you want it to appear on the directory board)	
This new listing is a: _____ head listing (i.e. company name – all upper case) _____ sub listing (i.e. partner name – upper and lower case, indented)	
Suite Number: _____ (note: a suite number is not required for a sub listing as it will appear immediately beside the head listing)	
Other instructions (i.e. desired date of installation, order of sub listings, etc.): _____	

Note: Please do not include "Ltd.", "Corp.", or "Inc." after the company name. For multiple new listings, please complete a separate form for each listing. We reserve the right to edit listings or refuse to place certain listings on the directory board. Please contact us for further information.	

SECTION B REMOVAL of an existing listing	
We hereby request the following existing listing(s) be REMOVED from the building directory board:	
Name: _____	
Name: _____	
Other instructions (i.e. date of removal): _____	

TENANT AUTHORIZATION	
We hereby authorize the above addition/removal of listings on the building directory board. We agree to pay for the cost of supplying and installing additional listings and/or changes to existing listings. We understand that there is no charge for the initial listing.	
_____	X _____
	authorized signatory
_____	_____
date	name and position