

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.

<b>Tenant Name:</b>		<b>Contact Phone #:</b>
<b>Suite No.:</b>		<b>Date:</b>

**Please proofread all copy carefully, as we cannot be responsible for errors. If you are not sure, please confirm with us the maximum characters, including punctuation and spaces.**

**GLASS PLAQUE**

<b>Please print or type exact copy</b>	<b>Suite No.:</b>

**ELECTRONIC LOBBY DIRECTORY**

<b>Please print or type exact copy</b>	<b>Phone No.:</b>	<b>Suite No.:</b>

If you need more space, please add additional copies of this form.

Your account will be billed in accordance with our standard practices for the requested services, including an administrative fee as applicable on third party charges. If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

<b>Tenant Authorized Person:</b>	Signature:	
	Type/print name & title:	

If you have any questions, please contact the Office of the Building:  
Phone: 310-474-2144 Fax: 310-474-8590 Email: [westwoodpl@douglasemmett.com](mailto:westwoodpl@douglasemmett.com)  
10866 Wilshire Boulevard, Suite 270, Los Angeles, CA 90024