



Regions Center

Tenant Forms

SIGNAGE / DIRECTORY REQUEST FORM

CHECK ONE:

☐ Addition

☐ Deletion

☐ Change

☐ Correction

LOBBY DIRECTORY LISTINGS:

Regions Center provides one lobby directory listing per tenant. Additional listings are at the tenant's cost. If adding a name, bear in mind that space is limited and subject to availability. Type or print clearly the name & suite # of the company or person requiring the directory listing. Letter styles and sizes will be building standard. No logos permitted.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FLOOR DIRECTORY LISTINGS (Regions Tower only):

Each Regions Tower tenant is provided one floor directory listing. Type or print clearly the name of the company or person requiring the floor directory listing. Letter styles, sizes, indents, etc. will be building standard. Space on the floor directories is very limited, so abbreviations or reduction in letter size may be necessary. No logos permitted.

SUITE DOOR SIGNAGE:

Each Regions Center tenant is provided one suite entrance door sign. Type or print clearly the name of your company as you want it to appear on the sign (including punctuation and designations such as L.L.C., L.P., Inc., etc.). Letter styles, sizes, indents, capitalization, etc. will be building standard. No logos.

ACKNOWLEDGEMENT:

By signing below, the Supervisor acknowledges that the property management office will order the above signage based on the copy provided above and that any re-makes due to incorrect copy will be at tenant's cost.

Supervisor's Signature: _____

Fax completed form to (318) 429-1029 or e-mail to ahosey@hertzgroup.com. Please allow 3 weeks for orders.