



# SIGNAGE REQUEST FORM

Form CT-03

16501 Ventura

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.

DOOR PLAQUE	
Please print or type exact copy	Suite No.:

FIXED BOARD LOBBY DIRECTORY	
Please print or type exact copy	Suite No.:

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:	

BUILDING MANAGEMENT USE ONLY		
<b>Amount due:</b>	\$	<b>TLA #:</b>
<b>Signature:</b>		<b>Date:</b>

If you have any questions, please contact the Office of the Building:  
Phone: 818-783-3335 Fax: 818-783-1351 Email: [16501ventura@douglasemmett.com](mailto:16501ventura@douglasemmett.com)  
16000 Ventura Boulevard, Suite 490, Encino, CA 91436