



DAILY CONTACT PERSON

COMPANY NAME: _____
DATE: _____

Please list the person who will be responsible for the representation of your office. The daily contact person will receive all calls and correspondence from the Management Office and route the information to the appropriate department/person. We would also like to encourage all service requests (light bulb service, maintenance service, engineering service and general questions) be requested by this person to avoid duplicate work requests. Please put the name or names in the order that they should be called and their phone numbers. Also, please include the daily contact person's e-mail address to make correspondence faster and easier.

EMPLOYEE NAME	PHONE NUMBER	EMAIL ADDRESS

Please return the completed form to The Office of the Building in Suite 1125 as soon as possible