Fax: (604) 525-1387

Westminster 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 – upper and lower 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