
SIGNAGE REQUEST FORM

DATE OF REQUEST

Today's Date:

TENANT INFORMATION

Company Name:

Email:

Building:

Suite:

Main Telephone:

Fax:

LOBBY DIRECTORY

The following information will be included in the searchable directory located in the lobby.

Company Name:

Employee Names (optional):

1

2

3

4

5

6

7

8

9

10

ELEVATOR LOBBY SIGN

The following sign will be displayed in the elevator lobby, providing direction to your office.

Company Name:

FRONT DOOR SIGN

The following sign will be displayed on your front door.

Company Name:

Suite name:

Please return this completed form to:

Colliers Property Management Office

Royal Bank Plaza

200 Bay Street, Suite 1305

P.O. Box 25 Toronto, Ontario, M5J 2J1

Attention: Steve James, steve.james@colliers.com