



**EMBARCADERO CENTER  
SUITE DOOR AND FLOOR DIRECTORY SIGNAGE**

**Tenant:** \_\_\_\_\_ **Subtenant:** \_\_\_\_\_

**Building:** 1EC 2EC 3EC 4EC **Suite:** \_\_\_\_\_  
(Circle One)

**Business Phone:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Floor Directory**

The Floor Directory can accommodate approximately 30 spaces per line. Punctuation marks do not count as spaces. One line is allowed for every 2,500 square feet of leased office space.

**Sample**

A	L	L	A	N			A	S	S	O	C	I	A	T	E	S																				1	4	5	0
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Please complete for floor/corridor changes


**Suite Door**

The entry door will accommodate 5 lines with approximately 21 letters, spaces or numbers per line. Punctuation marks do not count as spaces.

Check font for building 1EC, 2EC, 3EC, 4EC Universal 57 \_\_\_\_\_ Universal 67 \_\_\_\_\_

**Sample**

1	4	5	0																																							
A	L	L	A	N																																						
A	S	S	O	C	I	A	T	E	S																																	

**Please Complete**


Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

DO NOT TYPE BELOW THIS LINE – TO BE COMPLETED BY MANAGEMENT OFFICE

Property Manager's Approval: \_\_\_\_\_ Date: \_\_\_\_\_