



2000 Bering Drive, Suite 107  
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**TENANT SIGNAGE REQUEST**

**BUILDING ADDRESS** \_\_\_\_\_

**SUITE NUMBER** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

Please type or print the exact wording (including punctuation, capitalization, etc.) that you desire on the electronic Directory and/or Door Sign. Initial signage is generally provided by **Tanglewood Property Group**. Any additional signage and/or revisions is subject to approval and at the Tenant's expense.

➤ **DOOR SIGN:** \_\_\_\_\_  
\_\_\_\_\_

➤ **ELECTRONIC DIRECTORY** (*may include company name and individual names*):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**DATE**

*Please note that signage takes approximately 2 to 3 weeks from the date ordered.*  
\*\*\*\*\*

For use by **Management Office** only:

- 1. EXISTING SIGN: \_\_\_\_\_ YES \_\_\_\_\_ NO
- 2. USEABLE SUITE #: \_\_\_\_\_ YES \_\_\_\_\_ NO
- 3. LETTERS ONLY: \_\_\_\_\_ YES \_\_\_\_\_ NO
- 4. SIGN TO BE: Removed \_\_\_\_\_ Installed \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_