



**DOOR SIGN
ORDER FORM**

Per the terms of your Lease Agreement, the Landlord shall provide one (1) Building Standard sign at the entrance to the Leased Premises at a one time charge (to be billed on your monthly statement). Delivery is approximately 1-2 weeks.

Please clearly print the suite number and the company name(s) **EXACTLY** as they are to appear at the entrance to the Leased Premises. Your company name will be centered. The door sign will accommodate five lines, thirteen characters per line (each space shall count as one character).

The door sign will be placed at the entrance to the Leased Premises in accordance with the Americans with Disabilities Act.

Suite #: _____

Line #1: _____

Line #2: _____

Line #3: _____

Line #4: _____

Line #5: _____

Please do not hesitate to contact our office should you have any questions.

Authorized
Signature: _____ Date: _____

Please Return this Form to:
Management Office
5599 San Felipe, Suite 106 – Houston, Texas 77056
Email: admin5599@tanglewoodproperty.com
Phone: (713) 621-1300 Fax: (713) 621-0218