



# Building/Office Project Form

TO: ***Tanglewood Property Group***  
***2801 Post Oak Blvd. Building***

TENANT: \_\_\_\_\_ SUITE # \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

PROJECT: \_\_\_\_\_  
\_\_\_\_\_

**OUTSIDE VENDOR REQUIRED FOR PROJECT:**

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

PROJECT DATE: \_\_\_\_\_

\_\_\_\_\_ During Normal Business Hours (Weekday 8 am to 5 pm)

\_\_\_\_\_ After Hours (Weekday)

\_\_\_\_\_ Weekend Hours From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Tenant / Agent Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tanglewood Property Mgmt Agent Signature

\_\_\_\_\_  
Date

***\*\* Please make sure a current Certificate of Insurance is on file with the management office before any project/work is scheduled. \*\****