

**150 KING STREET WEST
TENANT CONTACT INFORMATION**

This form is to be completed to provide building staff, security, and management with appropriate contact names and numbers for specific situations.

Company Name	Suite #	# of Employees
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Name (please print)	Position	Date	Telephone	Extension
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Signature

MAIN CONTACT

Please provide the name and telephone numbers for the person designated as a MAIN CONTACT. This is for the purposes of receiving general correspondence etc. This person will also be calling BentallGreenOak for work orders and general inquiries.

1)	Name	Position	Telephone	Fax / E-mail
2)	Name	Position	Telephone	Fax / E-mail

ACCOUNTING CONTACT

The ACCOUNTING CONTACT will be receiving any invoices and billing-related correspondence.

1)	Name	Position	Telephone	Fax / E-mail
2)	Name	Position	Telephone	Fax / E-mail

EXECUTIVE CONTACT

The EXECUTIVE CONTACT is usually a CEO, VP, or equivalent, and would be receiving only specific and very important notices that would be of importance or of interest to them.

1)	Name	Position	Telephone	Fax / E-mail
2)	Name	Position	Telephone	Fax / E-mail

POWER SHUTDOWN CONTACT

The POWER SHUTDOWN CONTACT will be receiving notices related to required power shutdowns or failures. This person is usually a member of the IT department. Main Contacts also receive Power Shutdown information.

1)	Name	Position	Telephone	Fax / E-mail
2)	Name	Position	Telephone	Fax / E-mail
3)	Name	Position	Telephone	Fax / E-mail

_____	_____	_____	_____
Name	Position	Telephone	Fax / E-mail

EMERGENCY CONTACTS

Please provide the name and telephone numbers for persons to be contacted in an emergency. These numbers will be kept confidential and used in an emergency only. Please advise us if this information changes.

1)	_____	_____	_____	_____
	Name	Position	Home Telephone	Alternate Telephone
2)	_____	_____	_____	_____
	Name	Position	Home Telephone	Alternate Telephone
3)	_____	_____	_____	_____
	Name	Position	Home Telephone	Alternate Telephone