

To order signage for your suite in the Building, please complete this form, have an authorized person sign it and return it to our Management Office.

<b>Tenant Name:</b>		<b>Contact Phone #:</b>
<b>Suite No.:</b>	HO-	<b>Date:</b>

If you are not sure, please confirm with us the maximum characters, including punctuation and spaces.

**Please proofread all copy carefully, as we cannot be responsible for errors.**

### NAME PLAQUE

<b>Please print or type exact copy</b> (max 16 characters and spaces and 3 lines)	<b>Suite No.:</b>

### COMPLETE SUITE SIGN

<b>Please print or type exact copy</b> (max 16 characters and spaces and 3 lines)	<b>Suite No.:</b>

### FLOOR DIRECTORY

<b>Please print or type exact copy</b> (max 16 characters and spaces and 3 lines)	<b>Suite No.:</b>

### LOBBY DIRECTORY

<b>Please print or type exact copy</b> (max 16 characters and spaces and 3 lines)	<b>Suite No.:</b>

Your account will be billed in accordance with our standard practices for the requested services, including an administrative fee as applicable on third party charges. If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

<b>Tenant Authorized Person:</b>	Signature:	
	Type/print name & title:	

If you have any questions, please contact the Office of the Building:  
**Phone:** 808-599-5009 ~ **Fax:** 808-599-5211 ~ **Email:** [bishopmgmt@douglasemmet.com](mailto:bishopmgmt@douglasemmet.com)  
1132 Bishop Street, Suite 150, Honolulu, HI 96813

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