

Corporate Center Pasadena

AUTHORIZED INDIVIDUALS & AFTER HOURS EMERGENCY CONTACTS

For our files, please indicate the name and home phone number of three (3) individuals from your suite who will go on our records as authorized individuals. In the event of an after-hours emergency or security authorization, a member of the management staff will contact one of the individuals listed below. An authorized individual is a contact with your office that can, 1.) be contacted for after-hours emergencies, 2.) provide security clearance, 3.) be authorized to sign off on work orders that are billable.

Company Name: _____ Dated: ____/____/____

Building & Suite #: _____ Business Phone #: _____

Fax Number #: _____

Number of Employees: _____

Type of Business: _____ Hours of Operation: _____

Alarm Company: _____ Phone number: _____

In case of emergency or security authorization, please notify:

1) Name: _____

Title: _____ Phone #: _____
(Please Print)

2) Name: _____

Title: _____ Phone #: _____
(Please Print)

3) Name: _____

Title: _____ Phone #: _____
(Please Print)

Billing Contact Person: _____

Office Manager: _____

Email Address of Office Manager: _____

Building related memos are e-mailed on a regular basis. This person will be responsible for communicating the information to your employees.