



CHECKLIST FOR POLLARD-HEINES TENANTS

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|-------------|----------------------|--------------|----------------------|
| Location | <input type="text"/> | Suite # | <input type="text"/> |
| Tenant Name | <input type="text"/> | Current Date | <input type="text"/> |
| Phone | <input type="text"/> | E-mail | <input type="text"/> |

1. PLEASE SELECT A FOUR OR FIVE DIGIT NUMBER CODE FOR FRONT DOOR ACCESS. THE FRONT DOOR ARE ACCESSIBLE 24 HOURS PER DAY, SEVEN DAYS A WEEK. THE MAGNETIC LOCKING DEVICE WILL SECURE THE FRONT AND REAR DOOR FROM 5:30 PM TO 7:45 AM ON WEEKDAYS AND ALL OF SATURDAY AND SUNDAY. YOUR CODE CHOICE IS: * PUSH ASTERISK BUTTON AFTER ENTERING YOUR CODE.

2. HOW MANY KEYS DO YOU NEED FOR YOUR OFFICE DOOR(S)?

3. PLEASE STATE YOUR PREFERENTIAL LISTING FOR THE DIRECTORY:

4. A FIVE INCH BY TEN INCH HALLWAY SIGN IS COMPLIMENTARY FROM THE POLLARD-HEINES BUILDINGS. IN THE BOX, INFORM ME OF YOUR PREFERRED COMPANY LISTING:

Call SBC to establish your phone service. Then call a private vendor to connect your phone line to your office. We recommend Ron at Tele-Data Services 903-539-3326.