One Walnut Creek Center Tenant Order Form

Welcome to your new office at One Walnut Creek Center. As a tenant in this office building, your company name and suite number will appear in four locations. Those locations are: (i) on the wall directory that is specific to your floor and tower; (ii) on the directory in the first floor lobby; (iii) on a plaque located next to your entry door, and (iv) on the garage directory.

In the spaces below, please provide the information requested. Shown is a typical layout and a note of any restrictions involving that sign type.

Please type the requested information. Your listing will appear exactly as typed.

Individual Floor Directory / One Walnut Creek Center

Notes: Copy is set in upper and lower case characters. Names are listed alphabetically. Only the tenant name and suite number are permitted. One line per tenant; note limited line length.

Typical Layout:

AsTech Financial	230<
California Group Services	225<
Newmark Knight Frank	
Hugh Gee & Co., Inc	
Potlatch Corporation	

Tenant Name

Suite Number/Arrow Direction

Garage Directory / One Walnut Creek Center

Notes: Copy is set in upper & lower case characters. Names are listed alphabetically with separate lists for North and South Towers. Only the tenant name and suite number are permitted. One line per tenant.

SOUTH TOWER

	Accountants Inc			
	Bank of America 650			
	Bardin Financial Services 415			
	Crosspoint Realty Services			
North or South Tower				
Tenant Name	;	Suite Number		

Electronic Lobby Console Directory / One Walnut Creek Center

Notes: Company names are listed alphabetically. Copy is set in upper & lower case characters (maximum number, including spaces, is 60).

The company may list the full name, department, building, floor and suite number of the employees you wish to be displayed on the directory.

If you wish to have your company logo displayed on the system, please provide it with this form. Logos for the directory can be submitted in any Windows based image file format. Common examples are .jpg, .bmp. and .gif.

COMPANY:	Website:	Logo:	BUILDING	FLOOR	SUITE
			100		
Employee Last Name	Employee First Name	Title or Department	BUILDING	FLOOR	SUITE
		-	100		
			100		
			100		
			100		
			100		
			100		
			100		
			100		
			100		

Tenant Plaque / One Walnut Creek Center

Notes: Copy is set in upper & lower case characters. Logos are allowed for all or part of a tenant name. If the plaque copy includes a logo, then this may be submitted in an Illustrator (AI) or EPS format and emailed.

Typical Layout:

Signature By

235 Office of the Building NEWMARK		
Suite Number		
 Tenant Name / Logo		
 Subcopy		
	Phone Nu	<u>ımber</u>