## Two Walnut Creek Center Tenant Order Form

Welcome to your new office at Two 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; (ii) on the electronic lobby directory in the first floor lobby of One Walnut Creek Center; (iii) on the electronic wall directory in the first floor lobby of Two Walnut Creek Center; and (iv) on a plaque located next to your entry door.

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 / Two 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	235<
Hugh Gee & Co., Inc	
Potlatch Corporation	

**Tenant Name** 

Suite Number/Arrow Direction

## Electronic Lobby Wall Directory / Two 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
			200		
Employee Last Name	Employee First Name	Title or Department	BUILDING	FLOOR	SUITE
			200		
			200		
			200		
			200		
			200		
			200		
			200		
			200		
			200		

#### For TWCC:

### Electronic Lobby Console Directory in lobby of 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
			200		
Employee Last Name	Employee First Name	Title or Department	BUILDING	FLOOR	SUITE
			200		
			200		
			200		
			200		
			200		
			200		
			200		
			200		
			200		

# Tenant Plaque / Two 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 must be submitted in an Illustrator (AI) or EPS format and emailed.

Typical Layout:

Signature By

235
Office of the Building

Suite Number
Tenant Name / Logo
<u>Subcopy</u>

Phone Number