CORDAGE COMMERCE CENTER

DATE UPDATED: _____

TENANT CONTACT INFORMATION

COMPANY NAME/DBA: _____

BUILDING: _____   **SUITE(S):** _____

ADDRESSES	
Billing Address	
Street	
City	
State Zip	
Local Address	
Street/PO Box	
City	
State / Zip	

BILLING CONTACT	
Name	
Title	
Office #	
Mobile #	
Email	
Fax	

ON-SITE CONTACT	
Name	
Title	
Office #	
Mobile #	
Email	
Fax	

LEASE CONTACT	
Name	
Title	
Office #	
Mobile #	
Email	
Fax	

CLEANING COMPANY	
Company Name	
Company Owner	
Office #	
Mobile #	
Email	
Cleaner #1	
Cleaner #2	
Cleaner #3	
COI?	YES: O NO: O

EMERGENCY CONTACT #1	
Name	
Title	
Office #	
Mobile #	
Email	

EMERGENCY CONTACT #2	
Name	
Title	
Office #	
Mobile #	
Email	

SIGNAGE/DIRECTORIES

Name to be displayed on directories: _____

(Number of characters limited to 45)

TENANT DATA
(For Cordage Marketing Purposes Only)

of On-Site Employees: _____   # of Daily Visitors: _____

AUTHORIZED ENTRY INTO PREMISES

NAME	MOBILE	NAME	MOBILE

CORDAGE EMAIL BLAST LISTS (CHECK ANY CATEGORY BELOW)

NAME	EMAIL	EMERGENCIES	BUILDING & PROPERTY UPDATES	EVENTS
		■	■	■
		■	■	■
		■	■	■
		■	■	■
		■	■	■
		■	■	■
		■	■	■
		■		■

Please submit this form to Becky@cordagecc.com