

POSTMEDIA PLACE

365 BLOOR EAST

FORM FOR ENTRY VIA TELEPHONE ACCESS

DIRECTORY FOR ENTRY VIA TELEPHONE ACCESS SECURITY ACCESS TELEPHONE DIRECTORY

- [] WE WOULD LIKE THE COMPANY NAME LISTED ON THE DIRECTORY
- [] WE DO NOT WANT THE COMPANY NAME ON THE DIRECTORY, BUT WOULD LIKE A CODE NUMBER.
- [] WE DO NOT WANT THE COMPANY NAME ON THE DIRECTORY OR TO HAVE A CODE NUMBER.

TENANT NAME: _____

SUITE NUMBER: _____

TENANT PHONE NUMBER: _____
(To be answered by a live operator; press "9" on telephone keypad for access)

Please enter the tenant or company name (up to 35 characters counting spaces) and the unit# (should be 4-digit #, add O before the# if your unit is located from 2nd to 9th floors), that will be displayed on the directory. The directory is arranged alphabetically by the first character in the name.

EXAMPLE:

JOHN SMITH & SON	1234
DEPARTMENT OF NATIONAL DEFENCE	6789
NATIONAL ART GALLERY OF ONTARIO	0000

DIRECTORY NAME: _____

The directory will show all names in alphabetical order based on any word in the directory listing. Please enter the word from your directory listing that you want your name to be display under (i.e. JOHN SMITH would be in the directory under J).

Signature of Tenant: _____