



Real Estate Services Directory and Additional Signage **Order Form**

Tenant Name

Primary Contact for Questions (Name/Ph #)

Department Speed Type

Directory

If you would like to be added to the building directory by the main entrance(s), please supply the following information. Please note, that in some buildings, this will be an additional cost. Contact steven.stasica@colorado.edu for questions on pricing.

Name as you would like it to appear on the directory

Primary Room Number

Additional names/departments and corresponding room numbers (if applicable)

Room Graphics

If you would like to have a customized sign put next to your room/office/lab, please specify your needs in the box below. This graphic is typically an employee's name and title or a department/business name. We can also add name plate holders and name plates to the outside of your space. Your department/company is responsible for all charges associated with additional signage.

Once you complete this form, please save it to your computer and attach it in an e-mail to brian.gordon@colorado.edu. You may also print and fax to **303-492-6448** We will respond to you within two business days to confirm your order, ask any additional questions, and let you know about billing.

Real Estate Services
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444 UCB
Boulder, CO 80309

Phone: 303-492-6883
Fax: 303-492-6448