

Tenant Website: www.salesforcetower.com/tenants **Tenant Service Portal**: www.bptenantservices.com

Date:			
Company Name:		Suite:	
Main Business Line:			
PI	ease list your company contacts in the order you wish to be co	ontacted in the event of an issue regarding your suite.	
1.	Name:	Title:	
	Email:	Direct Phone:	
	(Optional) Alternate email:	Cell Phone:	
	□Yes □No Submit Work Orders — An account will be created within □Yes □No Submit Elevator Reservations — May reserve the freight □Yes □No Visitor Security — Has access and ability to input visitors □Yes □No Authorizer — An authorizer may request/approve billable □Yes □No Receive General Announcements — Will receive general □Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONtendad to text, phone and email in the event of a critical building of the contacted via text, phone and email in the event of a critical building of the contacted via text, phone and email in the event of a critical building of the contacted via text, phone and email in the event of a critical building of the contacted via text.	elevator after hours s e services and grant after-hours access to guests Il building announcements via email ITACTS PER COMPANY – Emergency Contacts will be	
2.	Name:	Title:	
	Email:	Direct Phone:	
	(Optional) Alternate email:	Cell Phone:	
	□Yes □No Submit Work Orders – An account will be created within □Yes □No Submit Elevator Reservations – May reserve the freight □Yes □No Visitor Security – Has access and ability to input visitors □Yes □No Authorizer - An authorizer may request/approve billable □Yes □No Receive General Announcements – Will receive general □Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT Submit Elevator Reservations – May reserve the freight visitors and ability to input visitors — An authorizer may request/approve billable □Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT Submit Elevator Reservations – May reserve the freight visitors and ability to input visitors — An account will be created within □Yes □No Submit Elevator Reservations – May reserve the freight visitors and ability to input visitors — An authorizer may request/approve billable — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY — Yes □No *Emergency Contact*: ONLY TWO EMERGENCY — Yes □No *Emergency Contact*: ONLY TWO EM	elevator after hours s e services and grant after-hours access to guests Il building announcements via email	
3.	Name:	Title:	
	Email:	Direct Phone:	
	(Optional) Alternate email:	Cell Phone:	
	□Yes □No Submit Work Orders – An account will be created within □Yes □No Submit Elevator Reservations – May reserve the freight □Yes □No Visitor Security – Has access and ability to input visitors □Yes □No Authorizer - An authorizer may request/approve billable □Yes □No Receive General Announcements – Will receive general □Yes □No *Emergency Contact*: ONLY TWO EMERGENCY CONTACT Two Emergency Contact Contact	elevator after hours s e services and grant after-hours access to guests Il building announcements via email	

4.	Name:	Title:
	Email:	Direct Phone:
	(Optional) Alternate email:	Cell Phone:
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5.	Name:	Title:
	Email:	Direct Phone:
	(Optional) Alternate email:	Cell Phone:
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6.	Name:	Title:
	Email:	Direct Phone:
	(Optional) Alternate email:	Cell Phone:
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Please submit a new form to the Management Office by e-mail at salesforcetower@bostonproperties.com when there are changes to personnel.