

**ATTACHMENT A**

**TENANT GENERAL INFORMATION FORM**

Please help us prepare for your occupancy at 375 Beale Street by completing the following forms and returning them to the Building Management Office. You may submit multiple forms if necessary. If there are any questions regarding the following, please do not hesitate to ask for clarification.

**Company Name** \_

**Suite No.** \_

**Phone No.** \_

**Fax No.** \_

**BUSINESS HOURS**

Please indicate your company's hours of operation; include any weekends, holidays, seasonal, etc.

**Monday—Friday:** \_

**Weekends:** \_

**Other:** \_

**EMPLOYEES**

**No. of Employees:** \_

**Subtenants (if any)** \_

**MANAGEMENT STAFF AND BUILDING CONTACTS**

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**Executive Officer** \_

**Office Manager** \_

**Administrative  
Assistant** \_

**Other:** \_

