

# WILLOW OAKS

## LOBBY DIGITAL DIRECTORY SETUP FORM

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Suite #: \_\_\_\_\_

Please detail your firm name (including spaces and punctuation). Firm Name will be displayed on the Willow Oaks Corporate Center's Digital Directory in the lobby. In addition to your firm name, you may include the firm website, firm logo, and any key staff members to display on the Digital Directory's touch screen. Due to the character limitations on the digital directory, it may not be possible to accommodate your primary preference, therefore please indicate secondary preferences as well (such as abbreviations).

Firm Name(s) (Must be typewritten)

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Firm Website:

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Key Staff:

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Firm Logo:

Please contact the Management Office for the most current logo format requirements.

Form Completed By:

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Name / Title