

TENANT CONTACT INFORMATION

Please complete this form and return to The Courson Company.

BUSINESS INFORMATION:	
Business Name:	_____
Business Address:	_____
Business Phone:	_____ Business Fax: _____
Business Hours:	_____ SIC Code: _____
On-Site Contact Name:	_____ Title: _____
On-Site Contact Phone:	_____ e-mail address: _____
BILLING INFORMATION/ACCOUNTING CONTACT:	
Billing Address:	_____
Billing Contact Name:	_____ Title: _____
Billing Phone:	_____ Billing Fax: _____
Billing Contact Hours:	_____ e-mail address: _____
EMERGENCY CONTACT INFORMATION: (in case of an after-hours emergency)	
Emergency Contact Name:	_____ Title: _____
After-Hours Phone(s):	_____ (home / cell / pager)
Emergency Contact Name:	_____ Title: _____
After-Hours Phone(s):	_____ (home / cell / pager)
Security Co. Name & Phone: (if applicable)	_____
Alarm Co. Name & Phone: (if applicable)	_____
LEGAL NOTICE INFORMATION/LEASING CONTACT:	
Legal Notice Contact Name:	_____ Title: _____
Legal Notice Address:	_____
Legal Notice Phone:	_____ Legal Notice Fax: _____
Email address:	_____

Please report any future changes to this information to The Courson Company. Thank you.

2882 – 2884 Sand Hill Road, Menlo Park, CA 94025

Tel: (650) 854-6300 Fax: (650) 854-1949