

# Corporate Center Pasadena

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## AUTHORIZED INDIVIDUALS & AFTER HOURS EMERGENCY CONTACTS

For our files, please indicate the name, home and cell numbers of three (3) individuals from your suite who will go on our records as authorized individuals. In the event of an after-hours emergency or security authorization, a member of the management staff will contact one of the individuals listed below. An authorized individual is a contact with your office that can:

1. be contacted for after-hours emergencies
2. provide security clearance
3. be authorized to sign off on billable work orders

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Company Name	<input type="text"/>	Date	<input type="text"/>
Building & Suite #	<input type="text"/>	No. of Employees	<input type="text"/>
Fax Number	<input type="text"/>	Business Phone	<input type="text"/>
Type of Business	<input type="text"/>	Hours of Operation	<input type="text"/>
Alarm Company	<input type="text"/>	Phone Number	<input type="text"/>

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### IN CASE OF EMERGENCY OR SECURITY AUTHORIZATION, PLEASE NOTIFY:

1.	Name	<input type="text"/>	Title	<input type="text"/>
	Home Phone	<input type="text"/>	Cell Phone	<input type="text"/>
2.	Name	<input type="text"/>	Title	<input type="text"/>
	Home Phone	<input type="text"/>	Cell Phone	<input type="text"/>
3.	Name	<input type="text"/>	Title	<input type="text"/>
	Home Phone	<input type="text"/>	Cell Phone	<input type="text"/>

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**FOR BILLABLE WORK ORDERS AND BUILDING RELATED MEMOS THAT ARE EMAILED ON A REGULAR BASIS. THIS PERSON (S) WILL BE RESPONSIBLE FOR COMMUNICATING THE INFORMATION TO ALL YOUR EMPLOYEES:**

Billing Contact	<input type="text"/>	Office Manager	<input type="text"/>
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Office Manager Signature

Email Address