



**SIGNATURE AUTHORIZATION SHEET
PACIFIC CENTER**

Building # _____ Suite #: _____ Date: _____

Tenant Name: _____

Office Number: _____

Fax Number: _____

Please list the name(s) of those employees you wish to have authorization to request and sign for services (billable and non-billable) as well as security clearance forms.

Examples of Billable Services: After hours air conditioning, key requests, access card requests, signage orders, directory orders, excessive trash removal, construction orders, minor furniture moving.

Examples of Non-Billable Services: Reports relating to restroom or corridor conditions, light replacement, security assistance, janitorial clean-up, office temperature, air circulation.

Examples of Security Services: After hours access requests, property removal forms.

Employee Name	Authorized Signature of Employee	Billable	Non-Billable	Security

(please check all that apply)

Signature by one of the above persons on a service invoice or work order constitutes an AGREEMENT BY

_____ to pay for services rendered.

Executive Principles Namt (please print)

Executive Principle Signature

1455 Frazee Road Suite 620, San Diego, CA 92108
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