



Union Tower West
Tenant Contact Information List

Note: Tenant is required to update this information quarterly (or as data changes) and resubmit this form to the Office of the Building.

Company:	_____	Suite or Floor Number:	_____
Main Phone Number:	_____	Main Fax Number:	_____
Primary Contact:	_____	Email Address of Primary Contact:	_____
Nature of Business:	_____	Completed By:	_____
Date Completed:	_____	Number of Employees (day and night):	_____

The following individuals are to be contacted, in order as they appear, in the event of a **Day-time Emergency:**

Name	Title	Home Phone	Cell Number	Email Address

The following individuals are to be contacted in the event of an **After-hours Emergency:**

Name	Title	Home Phone	Cell Number	Email Address