

**301 South Livingston Ave**  
**Eastman Management Directory Strip Request Form**

**Tenant Name:** \_\_\_\_\_  
**Building:** 301 South Livingston Ave \_\_\_\_\_  
**Person Requesting Change:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Company Name to Add:**  
\_\_\_\_\_  
\_\_\_\_\_

**Individual Names to add-Please note order of location for each name**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_ Strips @ \$52.00 each      Total: \$ -  
+ tax  
7%

**Remove Strips:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Please note that the total number of directory strips allowed is limited to your proportional share of the total available and is subject to management final approval, space available in the directory & the terms of the lease.**

The above names being requested for the directory are for the following:

- Main Tenant  
 Sub Tenant

By signing this form you agree to promptly pay Eastman the above specified amount and the spelling & punctuation of the strip is correct.

Agreed & Accepted By: \_\_\_\_\_  
Signature: \_\_\_\_\_

CC: Accounting Department (Ellen Kroner)