



**1625 K STREET**  
**DIRECTORY STRIP AND DOOR LETTERING FORM**

**1. LOBBY DIRECTORY LISTINGS**

Firm Name: \_\_\_\_\_ Suite Number: \_\_\_\_\_

Individual Listings:

Last Name	First Name	Middle Initial	Suite #
_____	_____	_____	_____
_____	_____	_____	_____

Note: Please use a separate page on your firm's stationary for additional listings showing any preferred indentations. The initial lobby directory listings are free-of-charge. Changes to your lobby directory list subsequent to moving into the building are billed at **\$10.00** per directory strip, but are subject to fluctuation based on the price charged by the building's vendor.

**2. DOOR LETTERING (Building Standard)**

\_\_\_\_\_ Suite Number \_\_\_\_\_  
Tenant Name

**3. NON-STANDARD BUILDING SIGNAGE**

Please submit all requests for non-standard building signage in writing to the Property Management Office for approval.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please submit to the Management Office.**