



DAILY CONTACTS

COMPANY NAME _____

DATE _____

Please list the individual(s) who will be responsible for the representation of your office the Management Team. The Daily Contact Individual will receive all calls and correspondences from the Management Office and route the information to the appropriate department/person within your company. This individual should also have access to the building work order system and visitor system. Please list the names below in the order they should be contacted.

Employee Name	Phone Number	Email Address

Please email the completed form to The Office of the Building at 145southwells@jll.com.