

The Pinnacle Building

BUILDING ACCESS CARD FORM

TENANT CONTACT: _____ COMPANY: _____ DATE: _____

CARD #	EMPLOYEE	Add	Replace	Delete
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IF REQUEST IS FOR DELETION, WERE CARD(S) RETURNED? _____

Replacement and unreturned deleted cards will be billed as per Above-Standard Service Pricing List.

COMMENTS:

Processed by (Security Officer):

Date Entered:

Delivered to (Tenant Contact):

Date Delivered:

This form is for building access only.

Parking and Fitness Center access may be requested separately.

Every effort will be made to process cards the day they are requested; however, requests received after 12:00 p.m. may be processed by 11:00 a.m. the following business day.

Please complete and return via email to jessica.drewer@transwestern.com and to the Director of Security at james.menzoian@aus.com. Questions? Please call 404-846-8291