

MEMORANDUM

TO: All Tenants
One Canal Place

FROM: Charles Peterson, CRE
General Manager

RE: Emergency Contacts

DATE: May 15, 2007

In order to update our Emergency Contact information, please furnish our office with the following information.

Tenant: _____

Suite: _____

Business Phone No.: _____

Fax Number: _____

Work E-Mail: _____

Emergency Contact: _____

Emergency Home No. _____

Emergency Cell No.: _____

Emergency E-Mail: _____

Regional/National Address: _____

Regional/National Phone: _____

We thank you in advance for your prompt attention in returning this form to our office.