



**350 California**  
 350 California Street  
 San Francisco, CA 94104

**Signage Request Form – 350 California**

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**Email completed form to the Property Management Office at:**  
[350CalManagement@swigco.com](mailto:350CalManagement@swigco.com).

Time frame is approximately 3 weeks for set-up and installation. Please print legibly, include all punctuation, and check spelling carefully. For sub-tenant signage, a signed sublease amendment is required. Charges may apply after initial signage. Contact Building Office for rates.

**COMPANY NAME (as stated on lease):** \_\_\_\_\_

**SUITE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CONTACT EMAIL (required):** \_\_\_\_\_

**PHONE (required):** \_\_\_\_\_

**SUITE SIGNAGE:** Posted outside suite in Building Standard sign frame.


**Suite Number**

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**FLOOR DIRECTORY:** Contact Building Office for locations pertinent to your floor.


**Suite Number**

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A proof will be sent to you for approval. Signage will not be ordered until approved proof is provided by Tenant. Building Standard dictates that Directory Names be listed by last name first for individuals. Subtenant names, if applicable, are indented directly under main tenant.