



Hahn Building

Signage & Intercom Set-Up

Welcome to the Hahn Building! Please use the spaces below to provide us with your company name as you would like it to appear in the following locations: 1) the first floor lobby directory; 2) the plaque outside your suite; and 3) the intercom system at both the Sherman and Orrington entrances.

- 1. **First Floor Lobby Directory:** Maximum of 21 characters including spaces and punctuation.
The first 4 characters (not shown here) are reserved for your suite number followed by a space.

- 2. **Suite Plaque:** 3 lines with a maximum of 20 characters per line including spaces and punctuation.

- 3. **Intercom System:** Maximum of 14 characters including spaces and punctuation. Please also provide the phone number you would like connected to the intercom system. You may use a landline or mobile phone number. You will simply **press 6** on your keypad to allow your visitors in the building from either entrance. Please call our office if you desire to set-up more than one phone number.

(_____) _____ - _____

Thank you and again, Welcome to the Hahn Building!