

J O N E S L A N G L A S A L L E M E T R O P O L I T A N S Q U A R E

211 North Broadway
St. Louis, Missouri 63102

(314) 436-1212 (phone)
(314) 436-7391 (fax)

KEY TENANT PERSONNEL ROSTER

COMPANY NAME: _____ SUITE NUMBER: _____ NUMBER OF EMPLOYEES: _____

MAIN TELEPHONE NUMBER: _____ FAX NUMBER: _____

Please fill in your Contact Person(s) for day to day operations and event emails. Include at least two (2) e-mail addresses in case the first person should be out of the office.

<u>CONTACT PERSON</u>	<u>DIRECT LINE AND EXTENSION</u>	<u>E-MAIL ADDRESS</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

Please fill in your Emergency Contact information. These are the people that would be contacted after hours in the case of an emergency. This information is strictly confidential!

<u>EMERGENCY CONTACT AND TITLE</u>	<u>DIRECT LINE AND EXTENSION</u>	<u>HOME PHONE</u>	<u>MOBILE PHONE</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____