

1350 BROADWAY

Authorized Workspeed Users

Please list below those individuals that you would like to set up as Workspeed users; thereby indicating from whom we may acknowledge requests. Contact the Building Office at 212-244-3125 to determine what user level you would like each employee to be.

1. Name: _____ Company: _____

Phone #: _____ *E-mail: _____

User Type: Service Request/Building Access User Level: _____

2. Name: _____ Company: _____

Phone #: _____ *E-mail: _____

User Type: Service Request/Building Access User Level: _____

3. Name: _____ Company: _____

Phone #: _____ *E-mail: _____

User Type: Service Request/Building Access User Level: _____

NUMBER OF PEOPLE THAT REGULARLY OCCUPY YOUR SPACE:

OF PEOPLE: _____ FLOOR: _____ SUITE: _____

OF PEOPLE: _____ FLOOR: _____ SUITE: _____

OF PEOPLE: _____ FLOOR: _____ SUITE: _____

OF PEOPLE: _____ FLOOR: _____ SUITE: _____

OF PEOPLE: _____ FLOOR: _____ SUITE: _____

NAME OF PEOPLE TO BE CONTACTED IN CASE OF EMERGENCY DURING NON-BUSINESS HOURS:

NAME & TITLE: _____

HOME PHONE: _____ CELL PHONE: _____

NAME & TITLE: _____

HOME PHONE: _____ CELL PHONE: _____