



DAILY CONTACT PERSON

Company Name _____

Date _____

Please list the person(s) who will be responsible for the representation of your office. The daily contact person will receive calls and correspondence from the Management Office and route the information appropriate department/person. We would also request and encourage that this employee also be the individual that places service requested through the work order system.

Employee Name	Phone Number	Email Address

Please email the completed form to 65oakstreet@am.jll.com.