

**Providence Health System – Property Management
Signage Request Form**

Tenants leasing space in Providence Health System owned or leased buildings are required to utilize this form to request new and/or changes to existing signage (suite sign and building directory). **Please make requests in a timely manner** (directory strips have a 2-week lead-time for manufacture & installation, manufactured suite signs have a 3-4 week time frame). **Signage changes after initial occupancy/lease commencement to be charged to tenants.**

FAX COMPLETED FORM TO: 907-212-2375

Or mail to: Providence Health System Property Management,
3760 Piper Street, Anchorage, AK 99508

Upon receipt of signage request, requestor will be faxed costs for approval.
Questions? Contact Property Manager's at 907-212-2328

Requestor's Name: _____ Phone#: _____ Fax#: _____

Building: _____ Suite#: _____

Date Changes Take Effect: _____

CHECK: New Signage Additions or Deletions to Existing Signage Other Changes

❖ SUITE SIGN to read exactly as follows: (Please type or print clearly)

❖ DIRECTORY (Please type or print: Last Name, First Name, MI, Credentials)

Add: _____

Remove: _____

Property Management use only:

Cost for above changes to be billed to tenant: \$ _____ Date faxed to tenant for approval: _____

Tenant to approve and fax to Property Management:

Approval Signature: _____ Dated: _____

PHSA Departments include: Acctg Unit _ _ _ _ _ -769010

Property Management will proceed with changes upon receipt of tenant approval.