JLL
1515 & 1555 Poydras
1515 Poydras Street Suite 105
New Orleans, LA 70112
tel +504.585.2670 fax +504.585.2674

1515/1555 Poydras
Lobby Electronic Directory System

Please list executive or managers you wish to display. Include the full name, department, building, floor and suite number of each of these employees.

If you wish to have your company logo displayed on the system, provide electronically with this form. Logos can be submitted in any Windows based image file format. Common examples are .jpg, .bmp and .gif.

Final logo size will be 61x51 pixels. It will be about this size:

	Company	Website	Logo	BUILDING	FLOOR	SUITE
example	*Jones Lang LaSalle Americas, Inc.*	*1515poydras.com*	***Yes***	*1515*	*1st*	*105*
	Employee Last Name	**Employee First Name**	**Title or Department**	**BUILDING**	**FLOOR**	**SUITE**
example	*Tucker*	*Sue*	*Sr. Vice President, Sr. General Manager*	*1515*	*1st*	*105*

All change requests to the Building Directories must be submitted in writing through the Management Office.