



**1201 Dove
OFFICE KEY REQUEST FORM**

Please complete and return this form for office keys you are requesting for your suite. Please type or print clearly and return to Michelle Thompson – mthompson@lpc.com. Each new office key is \$5.00 plus S/H. Prices will vary with rekeying services. Please allow 48 hours for key delivery.

TENANT INFORMATION

COMPANY NAME: _____
BUILDING ADDRESS/SUITE #: _____
OFFICE PHONE NUMBER: _____

SERVICE REQUESTING

CREATE COPY OF EXISTING KEY: _____ CREATE NEW KEY: _____
REKEY DOOR(S): _____

NUMBER OF KEYS REQUESTING

FRONT DOOR KEY: _____ MAIL KEY: _____
OTHER: _____ (Please specify location below)
LOCATION (IF SELECTED OTHER ABOVE): _____

TENANT APPROVAL

Each new office key is \$5.00 plus S/H. Prices will vary with rekeying services.

PRINT NAME: _____
SIGNATURE: _____ DATE: _____

KEY ACCEPTANCE UPON DELIVERY

PRINT NAME: _____
SIGNATURE: _____ DATE: _____

******* LPC OFFICE USE ONLY *****
TO BE FILLED OUT UPON COMPLETION**

MANAGEMENT OFFICE: _____ DATE: _____
ENGINEERING: _____ DATE: _____