KEY CARD ACCESS FORM

Note: Please fill in company name and employee name.

COMPANY NAME:

All requests for cards should be made on the form below and faxed to the Hamilton Partners Management office at (630)719-5570, Attn: Property Management.

Card number issued and date card issued will be completed by the Management Office and a copy of the "Key Card Form" will be faxed back for your records.

Employee Name	Card Number Issued	Date Card Issued

<u>Note</u>: All access cards provide 24-hour, 7 day access to the building and elevators. Please notify the management office of any limited access requirements.

Please notify the management office immediately of access cards needing deactivation due to job changes or terminations.