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| From |  | Company |  |

**Access – Mark A for building and elevators, and B for parking.**

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| *Employee Name* | | *Access* | *Comments* |
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| Authorized Signature |  |

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| Received by | Hines Property Management |
| Date Entered |  |

There is a $20.00 charge for each access card issued by Hines. There is no charge for programming or updating your current access cards. To update card holder name, access, and/or delete existing cards, please e-mail request to [55second.admin@hines.com](mailto:55second.admin@hines.com) (form not necessary).