

TWO NORTH RIVERSIDE PLAZA

MESSENGER CENTER INFORMATION

The Two North Riverside messenger center is operated by Titan Security staff and is located at the Dock entrance to the building at 15 N. Canal. The Messenger Center is open for package pick-up and drop-off Monday-Friday 9:00am-5:00pm daily and the contact number is (312) 466-3834.

Additional messenger center information:

- United States Postal Services deliveries:
 - USPS mail carriers will visit individual tenant suites. Should mail be misdirected, the Tenant contact will be notified and instructed to retrieve their mail from the messenger center.
- Package deliveries:
 - The designated Tenant contact will be notified of all deliveries received by the messenger center on behalf of the Tenant (this includes all UPS, FedEx, DHL and other courier deliveries).
 - Each Tenant will be responsible for pick-up of all deliveries from the messenger center.
 - **EXCEPTION:** Packages weighing over 20 lbs. will be delivered directly to Tenant by outside courier (accompanied by security staff) via freight elevator after notification is given to Tenant contact.
 - Package delivery to Tenant suite is available for a charge of \$5.00 per package.
- Package pickups:
 - All Tenants will be responsible to bring packages scheduled for pick up to the floor messenger center.
 - The messenger center will take possession of package(s) and store for mail/courier service pick up.
 - Tenant will be notified of all package pickups that have not occurred prior to 5:00pm. These packages can either be picked up by tenant or locked in the messenger center until the next business day.
 - Package pick up from Tenant suite is available for a charge of \$5.00 per package.
- After-hours deliveries:
 - Designated Tenant contact will be called by security staff for pick-up of deliveries received after 6:00pm. If Tenant contact is unable to be reached, acceptance from delivering courier will be declined and next day delivery requested. Package will not be accepted by building security staff after hours.

TWO NORTH RIVERSIDE PLAZA

Tenant Name: _____

Suite: _____ Main Phone #: _____

Package Delivery Contacts

Please provide us with the names, daytime phone numbers and email addresses of the contacts to receive notification from messenger center staff regarding package deliveries for your office at Two North Riverside Plaza:

_____	_____
Primary Contact Name *	Daytime Phone # *
_____	_____
Title *	E-mail Address *

_____	_____
Contact Name #2 (if Primary Contact is unavailable)	Daytime Phone #
_____	_____
Title	E-mail Address

(Fields denoted with a "*" are required.)

Is it OK for messenger center staff to contact addressee directly (if contact information is available from delivering service/courier) if Primary and Secondary contacts are unavailable? Yes No

Please return this form to:
Two North Riverside Plaza, Office of the Building (Suite 300)
Fax: (312) 993-9594