

# WALL MOUNT INSTRUCTIONS

Included in this wall mount instructions are the following:

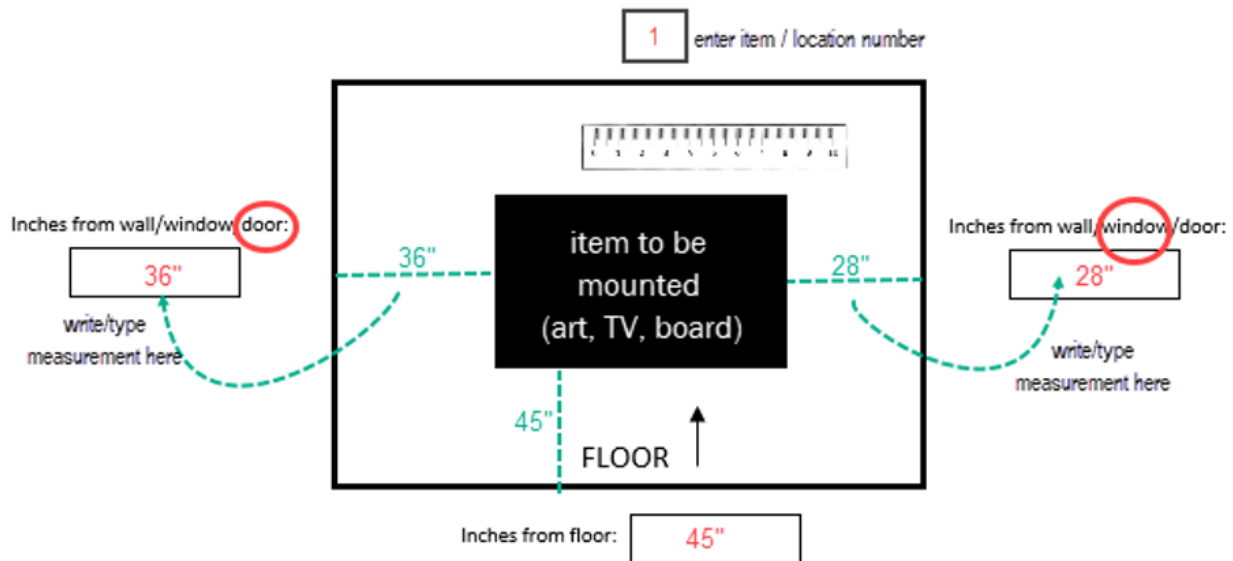
- 1) Tenant Information
- 2) Type of Installation
- 3) Example Floor Plan
- 4) Wall Mount Form

Before you complete the wall mount form, please follow these instructions:

- Place the item(s) to be mounted inside the desired office on the wall.
- Measure the distance from either the wall, window or door.
- Measure the distance from the floor to the bottom of the item being installed.
- Circle if it's a wall, window or door and write down the measurements.
- Enter the item; Art, Board or TV.
- Attach a floor plan of your office and mark an X for the location.
- For 1 to 2 items, complete the attached forms.
- For more than 2 items, print copies of the blank forms and repeat.

## A FLOOR PLAN OF YOUR OFFICE NEEDS TO ACCOMPANY THIS FORM FOR LOCATION OF INSTALL

**If you do not have a floorplan of your office, please email the front desk personnel at [frontdesk@hollywoodoffices.com](mailto:frontdesk@hollywoodoffices.com) and a floor plan will be sent to you in order to complete this form.**



Tenant Name:  Requested By:

Suite #:  Email:

Building:  6464 Sunset Blvd. Phone No.:   
 6565 Sunset Blvd.

Date:

Type of Install: Quantity: Exact Dimensions and Weight  
(provide floor plan)

<input type="checkbox"/> White Boards		
<input type="checkbox"/> Art Work		
<input type="checkbox"/> Posters		
<input type="checkbox"/> TV (bracket provided by Tenant)		

**\*FOR MULTIPLE INSTALL  
NUMBER EACH LOCATION AND SUBMIT A FORM FOR EACH LOCATION**

Item / location number

Inches from wall/window/door:

FLOOR ↑

Inches from floor:

Inches from wall/window/door:

Item / location number

Inches from wall/window/door:

FLOOR ↑

Inches from floor:

Inches from wall/window/door: