



101 Arch Street
Boston, MA 02110

617.204.1030 Tel
617.204.1032 Fax

TO 101 Arch Street Tenants
FROM The Management Office
SUBJECT Instant Alert Contact Information
DATE

Greetings

101 Arch Street is equipped with an Instant Alert system which we use during emergency situations to notify employees of the event, status updates, etc. We request that those included as contacts provide business and personal email addresses as well as cell phone contacts so that we can be sure to reach them via email and text. Please return the completed form to the management office at your earliest convenience. Thank you. Thanks for your assistance.

Tenant Name:

Contact #1:

Name:

Work Email Address

Personal Email Address

Cell Phone:

Contact #2:

Name:

Work Email Address

Personal Email Address

Cell Phone:

Contact #3:

Name:

Work Email Address

Personal Email Address

Cell Phone: