



## TWIN TOWERS OFFICE COMPLEX REQUEST FOR SPACE QUESTIONNAIRE

Please provide your input below for Department / Program Information

1. Organization Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Name & Title: \_\_\_\_\_
2. For how many people in your organization are you requesting office space for:  
 \_\_\_\_\_
3. How much storage space is required by the tenant?  
 \_\_\_\_\_
4. How many individualized management office spaces would you need?  
 \_\_\_\_\_
5. How many open offices for office cubicles would you need?  
 \_\_\_\_\_
6. Does your organization require office space specifically for client-confidentiality? And how many office spaces are you seeking for that purpose?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Spaces? \_\_\_\_\_
7. Are you open to a central copying/technical room for other offices in your department?  
 \_\_\_\_\_
8. Are there other special needs you would like to include for your workers and/or clients?  
 \_\_\_\_\_
9. Would you need a file storage space for your files?  
 \_\_\_\_\_
10. From what source(s) of funding will your office be making payments for the office space?  
 \_\_\_\_\_

The above information can be sent to Ms. Virginia Joe at the Division of Economic Development via fax at 928-871-7381 or email at [DED\\_ADM@navajobusiness.com](mailto:DED_ADM@navajobusiness.com). The DED will compile the list of requests and contact your organization for further information on the lease of the tower spaces. All information will need to be returned by August 31, 2012. Thank you, The DED, Navajo Nation.

Pls save your document and e-mail back to: [mailto:DED\\_ADM@navajobusiness.com](mailto:DED_ADM@navajobusiness.com)