ACCESS CARD DATA

55 West Monroe will provide one (1) security access card to each employee upon moving in at no charge. There will be a \$15.00 charge per card for the replacement of any lost or stolen card, or for any new employee hired after move in.

Your card provides after-hours access to the building. After-hours is considered 6:00 PM to 6:00 AM Monday through Friday and 1:00 PM Saturday to 6:00AM Monday. In addition, this card can also be used to access the Fitness Center upon completion/submission of a Fitness Center Waiver.

Please list below the name of each employee that is to have a security card for after-hours access into the building, 6:00 PM to 6:00 AM and weekends:

First Name	Last Name
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Please list additional names on reverse side if needed.