



# OPERATIONAL QUESTIONNAIRE

Kindly provide the name and contact details of the main contact person for The Collection with regards to operational questions.

Kindly list the names, contact details and responsibilities of other key employees.

Please share what you would like your host to do with incoming mail or packages?

Kindly inform what procedure you would like us to follow when visitors for your company announce themselves at the reception.

In order for your team to access The Collection App we will require your companies email domain. Please note down all email domains used by employees of your company.

Your Company name will be displayed at the entrance of your building as well as near the elevator. Please advise which name you wish to place on the signage.

Your company will be displayed in our app as a member of The Collection. Please share your preferred introduction text below and email us your preferred Logo in JPG or PNG format.