



## THE WESTIN BUILDING

2001 SIXTH LLC

### How to Request a Cross-Connect at the Westin Building

1. Email [telecom@westinbldg.com](mailto:telecom@westinbldg.com) to request a cross-connect. Please tell us:
  - What type of fiber or cable connection you need – for example, single-mode fiber, multi-mode fiber, DS3, T1, etc.
  - What type of connector you need on the end connecting to your equipment
  - Who you are connecting to – include the name of the company and their Meet-Me Room panel location
  - Provide a Customer Facility Assignment/Letter Of Authority (CFA/LOA) from the company you're connecting to.
    - If they don't provide a CFA/LOA, they can run the connection to our panel and we'll provide CFA/LOA for the Westin-owned panel
2. Once we receive your request and all the information above, we'll give you a quote for the one-time and monthly recurring fees. The quote is a Rent Rate Supplement and adds a monthly recurring cross-connect fee to your rent.
3. Return the signed quote to us. You can email it to [telecom@westinbldg.com](mailto:telecom@westinbldg.com) or fax it to (206) 443-1683.
  - The quote must be signed by the designated Company Authorizer or Leasing Contact – these are the individuals authorized to sign leases and Rent Rate Supplements.
4. Once we receive the signed quote and all pertinent information, the cross-connect will be installed within 48 hours.
5. Upon installation we will notify you that the cross-connect is complete and can provide test results upon request.