

**SCHUCHAT, COOK & WERNER  
CLIENT PARKING INSTRUCTIONS  
(a surface lot two blocks from our building)**

Client parking is available on the surface lot at the corner of 14<sup>th</sup> and Washington. There is a Commerce Bank ATM at the corner. The lot is gated and fenced for security purposes.

**ENTER THE SURFACE LOT FROM WASHINGTON AVENUE.**

At the gate entrance **PUSH BUTTON FOR A TICKET  
TAKE THE TICKET & PARK YOUR VEHICLE in any available space.  
BRING LOT TICKET WITH YOU TO OUR OFFICE.  
OUR RECEPTIONIST WILL PROVIDE YOU WITH A PRE-PAID PARKING SLIP**

**Our office is located at 1221 Locust, Second floor**

That's one block east and one block south of the surface lot

A foot traffic exit is located close to the vehicle entrance on Washington Avenue

Once out of the lot area, walk towards the park (green space) at 14<sup>th</sup> & St. Charles

The Shell Building is the curved building at the opposite end of that park.

**INSTRUCTIONS FOR EXITING THE SURFACE LOT:**

**BE IN YOUR VEHICLE – YOU CANNOT USE THE PRE-PAID SLIP AS A PEDESTRIAN.**

DRIVE UP TO THE EXIT GATE BOX

**BOTH YOUR PARKING TICKET AND YOUR PRE-PAID SLIP WILL BE SCANNED AT THE EXIT BOX. NEITHER TICKET IS INSERTED OR FED INTO THE MACHINE – EACH SLIP HAS ITS OWN BAR CODE FOR SCANNING PURPOSES. Consult large screen display for instructional messages.**

**Hold the LOT TICKET (received upon entering the lot) with bar code facing up, in and out of the scanning device.**

**When payment is requested SCAN YOUR “DISCOUNT \$10” slip the same way (bar code facing up) in and out of the scanning device.**

**It may take a minute for your transaction, but the gate will automatically raise.**

Discard both your lot ticket and the discount slip. They are good one time only.

**If you OOPs,**

Read and follow the large screen prompts to try again first scanning the bar code of your parking lot ticket and then scanning the bar code of your Discount \$10 pre-paid parking slip.

Still having problems, the machine will also accept major credit cards and currency (no coin).

**HOWEVER THE MACHINE CANNOT PROVIDE CHANGE FOR AN OVERPAYMENT.**

For example, if your transaction cost is \$10 and you only have \$20 THE MACHINE WILL ACCEPT YOUR \$20 CASH PAYMENT BUT WILL NOT RETURN ANY CHANGE.

**Please read and watch the screen prompts directing your actions.**

**EXIT GATE STILL NOT LIFTING:** Call Tom at 618-719-4529 OR Diane at 314-608-3519

(Let either one know that you visited Schuchat Cook & Werner in the Shell Building and are now experiencing trouble exiting the lot.)

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