



Circle City Alarm & Security Systems, Inc.
5355 E. 38th Street
Indianapolis, IN 46218
317-542-7087 phone 317-541-2687 fax

Welcome,

I would like to take a moment to welcome you to our Security Circle and make your experience a little easier as far as understanding our billing procedures and services we offer.

We bill in advance cycles of monthly, quarterly, semiannually, or annually. Your installation fee is due at the time of installation UNLESS prior arrangements have been made.

We offer several options to make your payments easy and efficient including check by phone, auto debiting your checking account and billing directly to credit or debit cards. I have enclosed a form for each service, just fill it out and mail to my attention. Your transaction is confidential and you receive a receipt each billing cycle when it is posted.

In the event you fall behind in your payments, we send reminders and all I ask is for a call to keep me informed as to how and when you wish to pay. I will work with you should the need arise.

It is your responsibility to make sure your system is working. We may not know when you have a problem and **we urge you to test once a month**. Any time you are unsure about the system, call us. Our systems REQUIRE a phone line to transmit signals to us. If you disconnect the phone service, we will not receive the signals nor will your alarm function.

We offer a Referral Credit program that rewards you with a \$25 credit on your account when a new customer you have referred has been installed.

If at any time you are not satisfied with our service, please don't run us down, ring us up and let us know what the problem is. Our staff will be only too happy to help you!

BE SAFE, BE SECURE, BE ASSURED WE ARE HERE FOR YOU!!

Best Wishes,

Billie F. Smith
Accounting/Customer Service