



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

We wish to welcome you to our “Circle” of friends. We put your security needs first and foremost and we strive to provide you with protection you can always rely on. Our staff of trained professionals is always available to care for your needs. Thank you for making us your security provider.

Enclosed are some forms and information you need in order to keep your security service up to date and secure. For example, anytime a number on your call list changes we need to be informed. There is a form enclosed that allows those changes to be made as well as changing codes, etc. Please read through this packet and keep it in a safe place for future reference. These forms are also available on our website [www.circlecityalarm.com](http://www.circlecityalarm.com).

There is information enclosed from our billing department. Auto pay is a service that is explained in that information as well as our Referral Credit program.

Our Service Department can handle any questions or problems you may have with your system. You can request service any time of the day or evening, just please call the next morning to ease the scheduling process. We can set up an appointment convenient to your schedule, Mon-Fri 8am to 4pm. If you need to schedule outside of those times it is possible, but there is an additional after hours charge.

Please pay particular attention to the false alarm information sheet and learn how to prevent them. These are costly errors as the police now fine for false alarms and they take our dispatchers attention away from the true emergencies.

We hope you will enjoy the security and peace of mind that comes with your new security system. Please feel free to call with any questions we may have not answered in this packet or refer to our website at [www.circlecityalarm.com](http://www.circlecityalarm.com).