SECURITY SPECIALISTS

CLIENT INFORMATION SHEET

LOCATION

☐ RESIDENTIAL ☐ COMMERCIAL

NAME

ADDRESS ☐ ADDRESS TO REFERENCE ONLY

CITY | STATE CA | ZIP CODE

PHONE | FAX

TYPE OF PREMISES

ACCESS

PLEASE LIST ANY ENTRY GATE/INTERCOM CODES AND OR ALL KEYS AND REMOTES THAT WILL BE ISSUED TO US WITH SPECIFIC POINTS OF ACCESS.

INSTRUCTIONS

☐ PROPERTY MAP(S) ATTACHED

HOURS

PLEASE LIST ANY PROPERTY HOURS THAT MAY APPLY. SPECIFY BUSINESS HOURS, VISITOR HOURS OR OTHER IF NEEDED.

BUSINESS HOURS

VISITOR HOURS

OTHER (SPECIFY IF NEEDED)

OTHER (SPECIFY IF NEEDED)

CONTACT PERSONS

NAME	TITLE	PHONE	PHONE 2	ON-SITE
NAME	TITLE	PHONE	PHONE 2	ON-SITE
NAME	TITLE	PHONE	PHONE 2	ON-SITE
NAME	TITLE	PHONE	PHONE 2	ON-SITE
NAME	TITLE	PHONE	PHONE 2	ON-SITE

REPORTS DELIVERY

☐ EMAIL ☐ FAX ☐ DROP-OFF ☐ OTHER

SPECIFY IF NEEDED (EMAIL ADDRESSES, FAX NO., LOCATION OF DROP-OFF OR OTHER)

POLICE DEPARTMENT

IF KNOWN, PLEASE LIST THE POLICE DEPT. IN YOUR AREA

POLICE DEPT. | DIVISION | PHONE (NON-EMERGENCY)

ALARM COMPANY INFORMATION

ALARM COMPANY | PHONE | FAX

ALARM MONITORING STATION (IF DIFFERENT FROM ALARM COMPANY) | PHONE | FAX

ALARM COMPANY ACCOUNT NO. (OPTIONAL) | ALARM PASS CODE (OPTIONAL) | SPECIAL ALARM INSTRUCTIONS

EMERGENCY SHUT-OFFS

WATER | POWER | GAS

PARKING PROCEDURES

IF APPLICABLE ☐ TOW SIGNS POSTED AT ENTRANCES

TOW COMPANY | PHONE

ADDRESS, CITY, STATE AND ZIP CODE

COMMODITIES

PLEASE SPECIFY IF ANY SIGNS OR STICKERS ARE NEEDED. LIMIT OF 1 SIGN PER LOCATION. ADDITIONAL SIGNS ARE $15.00 EACH. STICKERS AND MAGNETS AVAILABLE AT NO CHARGE.

TYPE	QUANTITY
LAWN SIGN	
GATE SIGN	
PHONE STICKERS	
REFRIGERATOR MAGNETS	
WINDOW STICKERS	

ADDITIONAL INFORMATION

COMPANY USE ONLY: SECURITY SPECIALISTS

ACCOUNT NO. | RD NO. | BEAT | DETAIL

START DATE | APPROVED BY: