



TEMPORARY CHANGE TO CONTACT DETAILS

If you are going away or closing your business for any period of time please use the following as a guide to ensure that your home and/or business is secure in your absence:

- Ensure that your after hour contact persons and telephone numbers are up-to-date
- Provide temporary after hour contacts for the period that you are away and uncontactable
- Provide details to our control room of the dates that you will be away and uncontactable
- In the event that you are unable to provide alternative contact persons why not consider issuing a set of your premises keys to us to allow access to your premises in the event of a genuine break and enter. In the event that a door or window has been broken beyond repair, we are then able to arrange attendance by a locksmith or glazier to repair any damage and ensure that your premises are able to be fully secured. All keys received are coded and kept in a secure location. The keys would only be used with your prior authority.
- Check that all windows and doors are locked, don't assume that they are locked, check them and make sure that they are fully secure.
- Enlist the help of your neighbours to collect your mail and newspapers, turn lights TV's or radios on and off at different times and have them park their car in your driveway from time to time.
- Anything that may give the impression that you are not away from your home may convince a potential burglar to leave your premises alone and go elsewhere.

Client Name

Address

I/We will be away from and returning on

I/We will be contactable / uncontactable during this period.

The temporary contact persons for our premises are as follows:-

	Name	Keys Held ?	Telephone Numbers
1.
2.
3.
4.

Please email, fax or post this completed form to our office