



Open/Close Schedule Form

Dealer Information

Dealer Number	Account Number	Subscriber Name
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Instructions

Please provide all times in military (24 hour) convention or with AM/PM carefully noted. Complete all areas that apply in the sections below.

Reporting	Options	Supervision of Account
Select Report Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly Reporting Method: <input type="checkbox"/> None: Reports will be obtained via online access at no charge <input type="checkbox"/> Mail: Reports will be mailed to subscriber and charged to dealer monthly <input type="checkbox"/> Email: _____ <input type="checkbox"/> Fax: _____	Acceptable variance from scheduled time: Openings _____ Minutes early _____ Minutes Late Closings _____ Minutes early _____ Minutes Late	<input type="checkbox"/> Open Outside of Schedule <input type="checkbox"/> Late to Open <input type="checkbox"/> Early Close <input type="checkbox"/> Fail to Close Standard Operating Procedures will apply unless otherwise indicated by Dealer.

Weekly Schedule

Day of the Week	Open Time Number 1	Close Time Number 1	Open Time Number 2	Close Time Number 2
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Holiday Schedule

Holiday Schedule					User Information		
Holiday	Closed	Special Hours	Open	Close	User #	Name	Passcode
New Year's Eve	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
New Year's Day	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Martin Luther King Jr. Day	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
President's Day	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Columbus Day	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Good Friday	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Easter Day	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Memorial Day	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
July 4th	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Veterans Day	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Labor Day	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Rosh Hashanah	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Yom Kippur	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Thanksgiving	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Day After Thanksgiving	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Hanukah	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Christmas Eve	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Christmas Day	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			
Other - Date:	<input type="checkbox"/>	<input type="checkbox"/>	Open	Close			

* Please submit a new holiday schedule for any changes in holiday observance *

** All open/close supervised account will be setup as "closed" on the following holidays: New Years, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day unless otherwise instructed by the alarm company **