**Prepared for:**Summit Ridge Business Center

**Prepared by:**Ironclad Protective Services

**Date:**April 28, 2025

## Executive summary

Thank you for considering Ironclad Protective Services for your security needs at Summit Ridge Business Center.

With over 10 years of experience protecting commercial properties, we specialize in providing reliable, professional patrol services tailored to each client’s unique needs.

Our team is fully licensed, insured, and trained to handle the specific risks faced by business centers, including theft prevention, access control, and emergency response.

We are confident that our proactive approach and attention to detail will help Summit Ridge Business Center create a safer environment for tenants, employees, and visitors.

## Company overview

Ironclad Protective Services has proudly served commercial, residential, and event clients since 2015. We hold security licenses in multiple states, and all officers receive ongoing professional development in de-escalation tactics, CPR/First Aid, and local compliance.

**Notable clients include**:

* Crestwood Commerce Plaza
* Brookfield Residential Towers
* Horizon Industrial Park

We maintain $3M in general liability coverage and $1M in workers’ compensation insurance.

## Services offered

* 24/7 mobile patrols throughout Summit Ridge Business Center
* Daily foot patrols of high-traffic areas (parking lots, lobbies, loading docks)
* Weekend coverage with additional staffing as needed
* Alarm response within 10 minutes for on-site alarms
* Emergency callouts (available 24/7)

## Guard qualifications

* Licensed and background-checked officers
* Minimum 2 years of commercial security experience
* CPR/First Aid certified
* Ongoing monthly training in access control, emergency response, and de-escalation

## Schedule and staffing plan

* 2 full-time patrol officers rotating in 12-hour shifts
* Weekend shifts covered by a three-person patrol team
* Emergency backup officer available within 30 minutes if needed

## Reporting procedures

* Daily activity reports emailed to Summit Ridge management by 9 AM
* Incident reports submitted within 1 hour of any serious event
* Monthly summary reports for management review
* Patrols and incident reports managed digitally using Belfry for transparency and real-time updates

## Pricing

* Monthly patrol service: $7,500 (includes staffing, vehicle, and digital reporting)
* Optional alarm response service: +$1,000/month
* 12-month contract with a 30-day cancellation notice period

## Terms and conditions

* Services commence June 1, 2025
* All officers assigned must meet agreed-upon qualifications
* Renewal options available at 12-month intervals
* Liability limits and insurance coverage included in attached documents

## Contact details

**Primary Contact:**Taylor Brooks, Account Manager  
Phone: (555) 999-9999  
Email: taylor.brooks@ironcladprotective.com

## Sign-off

Authorized Representative – Summit Ridge Business Center  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative – Ironclad Protective Services  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_