



July 4, 2016

IMPORTANT NOTICE TO CLIENTS
on possible disruptions to Canada Post mail service

As you may already be aware, there could be a labour disruption at Canada Post. This would mean clients cannot mail payments to us. Depending on how long the disruption lasts, it may also mean that paper bills will not be mailed to clients.

As a not-for-profit society, Beacon Community Services relies on prompt payment from those clients who have been assessed a fee for the services we provide.

Please choose from the following payment options:

1. We encourage clients to contact their financial institution to set up **Online Banking** so you can easily make payments at your convenience.
2. We're also happy to help you arrange a **Pre-Authorized Payment Plan**. Please contact the Billing Department at 250-658-6407 or email us at homesupportbilling@beaconcs.ca. [Click here](#) to download the Pre-Authorized Payment form.
3. You or a Representative may also pay **by Cash or Cheque, Monday-Friday 8:30 am-4:30 pm**.

We accept cash or cheque at our 2723 Quadra Street, Victoria location.

We accept cheque only at our 9860 Third Street, Sidney location.

To have your statements emailed to you, please call the Billing Department at 250-658-6407 or email us at homesupportbilling@beaconcs.ca

Thank you for your understanding and assistance!