September 14, 2026

Dear Pool Owner,

Another fall is here, and winter is on the way. We hope you've had a wonderful swimming season this summer. It's now time to start thinking about getting your swimming pool or spa ready for another Chicago winter.

To be sure that your pool is closed correctly, and in a timely manner, please follow these pool closing guidelines:

1) Have all rainwater pumped off your pool cover
2) Have power turned on to your pool equipment
3) Have water temperature of pool set at a minimum of 65 degrees
4) Please have your winter cover placed out on your pool deck, so our technicians have it available for installation (only applicable if you have a winter cover)
5) Please unlock gates to pool area to allow access by our technicians
6) All payments must be received in advance in order to schedule your closing
7) If you'd like to pay with a Credit Card please email us at Service@SignaturePoolsChicago.com and we will send you an online invoice (Please note that credit card payments have a 3.5% service charge)
8) All past due invoices must be paid in full before scheduling a closing

Rates for 2026 closings are as follows:

Pool Only	$ 650.00
Pool with detached Tanning Ledge	$ 675.00
Pool and Spa	$ 700.00
Pool, Spa, and detached Tanning Ledge	$ 725.00

Please fill out the enclosed pool closing form and mail it along with your payment.
Your prompt attention to this matter will ensure your pool is closed in a timely manner.

Hope you have a great winter!

Sincerely,

Erich Alstott
Technology & Equipment Service Tech
Office: 630.845.1145
Cell: 630.335.6776
Fax: 630.208.1958
ealstott@signaturepoolschicago.com

Tom McNelis
President
Office: 630.845.1145
Cell: 630.702.9576
Fax: 630.208.1958
tmcnelis@signaturepoolschicago.com

Please send all correspondence and checks to:

Signature Pools & Spas
4139 E 2603rd Road
Sheridan, IL 60551

Name: _____

Address: _____

City: _____ Zip: _____ County: _____

Home Phone: ____ _____ Cell: ____ _____ Work Phone: ____ _____

E-Mail: _____ @ _____

I have a:
(please circle your choice)

Pool Only	$ 650.00
Pool and detached Tanning Ledge	$ 675.00
Pool and Spa	$ 700.00
Pool, Spa, and detached Tanning Ledge	$ 725.00

Possible Savings: (circle which deduct/deducts you are applying below)

Reference Letter enclosed or E-mailed: Yes No
(If yes, subtract $50.00 from your total)

Google Review Posted Online: Yes No
(If yes, subtract an additional $50.00 from your total)

Special concerns or services needed:

Preferred pool closing week: _____

Total Amount Enclosed: $_____

A Few Reminders

- **$50.00 Discount for Testimonial Letter**: For any of our past clients that have not already done so, we are offering a $50.00 discount to those who would like to provide us with a testimonial/referral letter. This is our way of saying thank you for taking the time to recommend us. Your testimonial/referral can include:
    1) Why you chose to build a Signature Pool
    2) Why you chose to build a fiberglass pool
    3) Your experience during the sales process
    4) Your experience during the installation process
    5) Your experience owning a fiberglass pool from Signature Pools
    6) Favorite option or feature you purchased with your Signature Pool

  Referral letters can be e-mailed to info@signaturepoolschicago.com or they may be mailed to the office along with your pool closing form.

- **Additional $50.00 Discount for Google Review**: For our customers that have not yet taken advantage of this offer, we are offering a $50.00 discount to those who take the time to write a Review on our Google Business Page.
    1) Do a Google search for "**Signature Pools & Spas Sheridan, IL Google Reviews**"
    2) On the righthand side of the results page you should see our Google Listing
    3) Click the button that says Write a Review
    4) Sign into your Google Account
    5) Write a Review and give us a rating
        - (Our hope is that you give us 5 Stars)
    6) Add a picture(s) of your pool/backyard (Please Email us the Picture(s) as well)
    7) You can use excerpts from your referral letter or just add a note about your experience with our company

- **$250.00 Referral Bonus:** When you refer a friend, a family member, or a neighbor to Signature Pools, and they purchase a pool from us you will receive a $250.00 referral bonus. Many people make the decision to purchase a swimming pool over the winter so please keep us in mind as you hear people you know talking about building a swimming pool.

- **Other Ways to Stay Connected:**

    - Follow us on Instagram: www.instagram.com/SignaturePools
    - Follow us on Facebook: www.facebook.com/SignaturePools
    - Follow us on Twitter: www.twitter.com/Signature_Pools

- **Important Reminders:**
    1) Please remember to**:**
       NEVER DRAIN ANY WATER OUT OF YOUR FIBERGLASS POOL! This voids your warranty and will damage your pool.
    2) Pools closed or opened by anyone other than Signature Pools voids your warranty with Signature Pools (One year workmanship warranty)