

Key-Alike Order Form



Date _____ Order Entry # _____
 PO# _____ Notes _____

CUSTOMER INFORMATION

Company _____
 Contact Name _____
 Address _____
 City _____ State _____ Zip _____

SHIPPING INFORMATION

Company _____
 Address _____
 City _____ State _____ Zip _____

CORE KEY UM LL Knoll SL Quantity _____

KEYED ALIKE

_____ Sets of _____ keyed alike	_____ Sets of _____ keyed alike
_____ Sets of _____ keyed alike	_____ Sets of _____ keyed alike
_____ Sets of _____ keyed alike	_____ Sets of _____ keyed alike
_____ Sets of _____ keyed alike	_____ Sets of _____ keyed alike
_____ Sets of _____ keyed alike	_____ Sets of _____ keyed alike

Key-Alike Process and Charges:

- Your key-alike request can be ordered on the original purchase order or under separate cover.
- Key-alike requests are processed at no charge as long as the quantity of key/core sets match the quantity of cabinets.
- Products will be shipped with randomly assigned cores/keys. Your key-alike requests for all lock series will be shipped separately and labeled to allow for easy change-out in the field, after the product is installed.
- A core-removal key is provided at no charge with each key-alike request.
- Additional keys, cores, master keys, and core keys may be purchased separately. The cost is \$4 net per item, plus \$15 net for shipping costs.

When ordering products to be keyed-alike, include this Key Order Form with your purchase order.

TAGGED AND LABELED KEY SETS

Line	Type	Core Number	Quantity	Tagging Information
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Key-Alike Order Form



TAGGED AND LABELED KEY SETS

Line	Type	Core Number	Quantity	Tagging Information
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
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