



## KEYING REQUEST INFORMATION FORM

**MUST BE SUBMITTED WITH COMPLETE INFORMATION,  
INCLUDING P.O. & HARDWARE SCHEDULE**

**CUSTOMER  
NUMBER:**

Quote #: \_\_\_\_\_  
If received  
P.O. #: \_\_\_\_\_

Discount %: \_\_\_\_\_  
Price List: \_\_\_\_\_

### REQUIRED INFORMATION REGARDING dormakaba USA, INC. DISTRIBUTOR

Distributor: \_\_\_\_\_  
Distributor P.O. #: \_\_\_\_\_  
Distributor Account #: \_\_\_\_\_  
Project Manager: \_\_\_\_\_  
Project Manager Mobile: \_\_\_\_\_ Project Manager E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### REQUIRED INFORMATION REGARDING PROJECT CONTRACTOR

Contractor: \_\_\_\_\_  
Job Name\*: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Mobile: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

### REQUIRED INFORMATION REGARDING THE END USER

Company\*: \_\_\_\_\_  
Contact Person\*: \_\_\_\_\_  
Contact E-mail: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
School Name (if applicable): \_\_\_\_\_  
School District (if applicable): \_\_\_\_\_  
Permanent Core Due Date\*: \_\_\_\_\_  
Building Turnover Date: \_\_\_\_\_  
Project Address\*: \_\_\_\_\_  
City, State, Zip\*: \_\_\_\_\_  
Phone\*: \_\_\_\_\_ Fax: \_\_\_\_\_  
  
End User Customer #: \_\_\_\_\_ Masterkey Account #: \_\_\_\_\_  
Keyway: \_\_\_\_\_

NOTE: Failure to provide complete and accurate end user information will result in delays in processing and supply of permanent core and key orders.  
Failure to include this form with your order and the hardware schedule may result in the order being processed "less core".

\*REQUIRED Field