

SOLD TO:	SHIP TO:	Sheet 1 of _____ Date: _____ Purchase Order No.: _____ Date Required: _____
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1. JOB NAME AND ADDRESS

2. SYSTEM STATUS

☐ New ☐ Existing Registry No. _____
☐ Customer Bittings (Please attach and indicate How to Read) ☐ Bow to Tip ☐ Tip to Bow
 Corbin Russwin Factory Order No. _____ Authorized Security Code* _____
 * Not required if opt-out has been recorded on SID

3. HIGHEST LEVEL OF SYSTEM

☐ 1 - SKD ☐ 2 - MK ☐ 3 - GM ☐ 4 - GGM ☐ 5 - GGGM

4. SYSTEM TYPE

☐ Security ☐ IC ☐ Master Ring ☐ Conventional ☐ Pyramid** ☐ Access 3 - AP** ☐ Access 3 - AS** ☐ Access 3 - AHS**
☐ Other _____
 **Required documentation must accompany each initial Pyramid or Access 3 order to avoid delay.

5. KEYS

Keyway Selection: ☐ Stock-L4 ☐ Standard ☐ Restricted* ☐ Patented* Protected
☐ Specific Keyway _____
Number of Pins: ☐ 5 ☐ 6 (Default) ☐ 7
 * Requires PRIOR Key Systems Approval
Depth System: ☐ System 70 (Default) ☐ Pre-System 70 ☐ Access 3-AP ☐ Access 3-AS/AHS
Key Bow Style: _____
Pyramid & Access 3 have dedicated Bows: _____

Key Stamping:

☐ VKC0 - No Bitting or Key Set Stamping on Keys	☐ Bittings (Standard for Conventional Change Keys)
☐ VKC1 - Visual Key Control Keys Only	☐ DO NOT DUPLICATE
☐ VKC2 - Visual Key Control Keys and Cylinders	☐ US PROPERTY DO NOT DUPLICATE
☐ VKC3 - Visual Key Control Cylinders Only	☐ Special Stamping: _____
☐ CKC2 - Concealed Key Control Cylinders and VKC Keys	_____
☐ CKC3 - Concealed Key Control Cylinders Only	_____

Master Level

Qty.

Special Function

Qty.

☐	GGGM			
☐	GGM			
☐	GM			
☐				
☐				
☐	MK / Group			
☐				
☐				
☐	Other			
☐				
☐				

☐ Control

☐ CMK

☐ CMK Control

☐ Emergency

☐ SKD Control

☐ SKD CMK

☐ SKD CMK Control

☐ Blockout

☐ Maintenance

☐ Housekeeping

☐ Mechanical

☐ Engineering

☐ Janitorial

☐ Other

Change Keys*

Qty.

Per cylinder _____

Per keyed alike group

Per keyed different cylinder _____

*Two cut change keys are standard per lockset/cylinder, keyblanks cannot be substituted for cut keys.

7. CROSS KEYING

[illegible]

SOLD TO:

Sheet 2 of _____

Date:

Purchase Order No.:

Date Required:

8. CONSTRUCTION MASTER KEYING*

*This section Does NOT Refer To Temporary Construction Cores

 This Order: Yes ☐ No ☐ Establish for future use only ☐

Ship Construction Keys To: _____

Attention: _____

9. PRICING

Order subject to follow pricing:

☐ Price List Dated _____

☐ Special Job Quote _____

Date Quoted _____

Quote No. _____

Discounts Quoted

Cylindrical Locks _____

Mortise Locks _____

Deadlocks _____

Cylinders Only _____

Exit Devices _____

Door Closers _____

Electrical Options _____

☐ Other _____

Other _____

10. PACKAGING AND MARKING
☐ Pack change keys with locks (Standard)

☐ Pack change keys separately (Security, Pyramid and CMK jobs always)

Label Boxes:

☐ Key symbol ☐ Door No. ☐ Heading

Ship Change Keys To: _____

Attention: _____

11. SHIPPING INSTRUCTIONS FOR MASTER KEYS

Ship Master Keys To: _____

Attention: _____

12. BITTING LIST

 Provide Bitting List for This Order: ☐ Yes ☐ No

 Letter of Authorization: ☐ Attached

Mail Bitting List To: _____

Attention: _____

13. CONTACT

Name of individual in your organization who is knowledgeable about this project, should any clarification be necessary. (Please print or type.)

Name _____

Phone _____

Fax _____

This form has been completed by: (please print)

Name: _____

ADDITIONAL INFORMATION (attach)

System Expansion Requirements, Special Remarks, etc.