



Master Keying Form

Hager order number: _____
 Account number: _____
 Customer: _____
 PO number: _____
 Job name: _____
 Location: _____

1. System

- New Existing

If existing, please attach biting sheet and complete following field:

Original Hager order number: _____

2a. System type

- Conventional keyed 5-pin
- Conventional keyed 6-pin (Standard)
- Conventional keyed 7-pin (H1, H2, H3 Only)
- Interchangeable core keyed 6-pin (Best Keyway)
- Interchangeable core keyed 7-pin (Best or Hager Keyway)

* Hager Keyway available in 7-pin only (Conventional & Interchangeable Core)

2b. Keyways

- | | | |
|-----------------------------------|---|----------------------------------|
| <input type="radio"/> Arrow AR1 | <input type="radio"/> Corbin 60 | <input type="radio"/> Corbin 67 |
| <input type="radio"/> Corbin 77 | <input type="radio"/> Corbin/RW L4 | <input type="radio"/> Hager H1 |
| <input type="radio"/> Kwikset KW1 | <input type="radio"/> Weiser E | <input type="radio"/> Hager H2 |
| <input type="radio"/> Sargent LA | <input type="radio"/> Schlage C (Standard) | <input type="radio"/> Hager H3 |
| <input type="radio"/> Yale E1R | <input type="radio"/> Schlage E | <input type="radio"/> Russwin D1 |
| | <input type="radio"/> Yale GA | <input type="radio"/> Schlage F |
| | <input type="radio"/> Best (Specify Keyway) _____ | |

3. System level AND key quantity

Level	Quantity (Each)
<input type="radio"/> GGGMK	<input type="text"/>
<input type="radio"/> GGMK	<input type="text"/>
<input type="radio"/> GMK	<input type="text"/>
<input type="radio"/> MK	<input type="text"/>
<input type="radio"/> Construction MK (Lost Ball) (Sch/Hag Conv. Only)	<input type="text"/>
<input type="radio"/> Other	<input type="text"/>

Please fill out this form and either (1) click 'Print Form' and fax to 800-782-0149 with your Purchase order or (2) Click 'Save As' and save as Master Key Form - your company name to any location you wish--then email to masterkey@hagerco.com @ orders@hagerco.com with the document and your Purchase Order as an attachment.

Ship Lock to:

Requested ship date: _____

Change keys

- Per core/cylinder (2ea per lock are included)
- Per key symbol

Quantity

Special function

- Control
- Maintenance
- Housekeeping
- Mechanical
- Engineering
- Janitorial
- SKD
- Other

Quantity

4a. Key stamping (Visual Key Control)

- None
- Key set symbol (Standard)
- Door number
- Bitting number
- Do not duplicate (Standard with Hager & Best Keyways)
- Other _____

Please note that visual key control is recommended, otherwise, keys will be tagged with temporary identification.

4b. Cylinder Stamping (Concealed Key Control) - Additional Charges Apply

- | | |
|---------------------------------------|--|
| <input type="radio"/> None (Standard) | <input type="radio"/> KSS (Key Set Symbol) |
| <input type="radio"/> Concealed | <input type="radio"/> DN (Door Number) |
| <input type="radio"/> Visual | <input type="radio"/> Other |

5. Packing

- CMK - All Keys Ship Separate

- MK/CNTR - Ship Separate

- Pack keys with lock/ cores
- Pack keys separate from lock/ cores

Ship To: (keys separate)

6. 3998 bitting list

- Yes
- No

Bitting lists are sent digitally / E-mail to:

7. Future expansion (list future MK symbols, approximate number of change key symbols)

8. Contact Information for questions:

Name _____

Title: _____

Phone: _____

Email: _____

Signature: _____

Is a signature required for future keying? Yes No

If yes:

Please note that this document will become part of the permanent keying files for this project. If the requirements for this master keying form change, it is the responsibility of the end user/owner to notify their local factory representative or Hager Companies.

9. Additional information/ Special Instructions

