SARGENT®

ASSA ABLOY

SARGENT KEYED ORDER LEADSHEET
SYSTEM INFORMATION (Section 1 - 5)
Every Purchase Order with keyed product **requires** *Keyed Order Leadsheet*

Distributor Name: _____ **P.O. #** _____

Job Name: _____

End User: **Name:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

(1) SYSTEM STATUS (Master Keyed Orders Only)

☐ New (SARGENT generated)   ☐ Field Specified Bittings   ☐ Existing. Please complete one of the following:

If *New System* complete System Design Section 2

Field-Specified Bittings are attached?

☐ Yes   ☐ No

Registry Number*: _____

TMK Bitting & Keyway: _____

Previous SARGENT Order No*: _____

***PLEASE NOTE** : the Registry and/or Order Number is **ONLY** _being used to help locate Key System data!!!_

For all other keying information, Sections 4 - 18 MUST be completed. We will not use the Registry/Order # to get this information

In those instances when no information is provided **default** keyway, key quantities, stamping, packing etc will be applied to order.

(2) SYSTEM DESIGN (New Systems ONLY)- Select Level & Indicate Future Requirements

☐ Level 4 GGMK   ☐ Level 3 GMK   ☐ Level 2 MK

GM Per GGM [_____]   # MKS Per GMK [_____]   # ChKys [_____]

MK Per GMK [_____]   # ChKys Per MK [_____]

ChgKys Per MK [_____]

☐ 5-Pin System   ☐ 6-Pin System (Default)   ☐ 7-Pin System

Additonal Information (If Required)

☐ SubMaster Keying Level Required: See Keying Notes Attached

# of Sub Master Keys Per MK _____

# of Cange Kys Per Sub Master _____

☐ SKD's   # of Different SKDs: _____

(3) SYSTEM TYPE (New Systems ONLY)

☐ Conventional (Sargent Std)   ☐ Degree   ☐ KESO   ☐ SFIC (Best) Check One Below

Note: Select Cylinder Features in Section 7 (Page 2)

☐ A2   ☐   ☐ A4

(4) KEY WAY

Keyway Selection: SARGENT Manufacturing will assign keyways unless specified otherwise below.

☐ Customer Specified Keyway _____

Use of Restricted Keyways (A, B, G, V, K, N and 4B) have to be pre-approved by SARGENT Key Records.

(5) AUTHORIZATION

Signature/Degree/KESO/Restricted Keyway products requires Authorization

Degree/Signature ID Code: _____   **Zip Code (Signature Only):** _____

Security/PIN Code: _____

Request Form Att'd For NEW Degree/Signature Code   ☐ Yes   ☐ No

Letter of Authorization Attached:

Degree: ☐ Yes   ☐ No

Signature: ☐ Yes   ☐ No

KESO: ☐ Yes   ☐ No

Restricted: ☐ Yes   ☐ No

NOTE: Letter Of Authorization is required if order is not shipping direct to end user

ASSA ABLOY, the global leader in door opening solutions

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Price Book No. 32 | January 1, 2019

SARGENT KEYED ORDER LEADSHEET
THIS ORDER ONLY (Section 6 - 9)

P.O. #

(6) KEY QUANTITY

☐ GGMK — **Qty**

☐ GMK) — **Designation** / **Qty**

☐ Master Key — **Designation** / **Qty**

☐ Sub Mstr Key — **Designation** / **Qty**

☐ Other — **Designation** / **Qty**

Special Keys — **Qty**
☐ Control Keys
☐ Construction MstrKeys
☐ Emergency Keys

Change Keys (Two cut keys are standard per lockset/cylinder)
☐ Keys Per Cylinder (Each) — **Qty**
☐ Keys Total — Symbol: — **Qty**

☐ Add'l Notes Attached — **Qty**

(7) CYLINDER FEATURES

☐ Signature (10-)

☐ Removable Core (63-,6300)

☐ XC (11-)

☐ Interchangeable Core (73-,7300B)

☐ Construction Lost Ball (21-)

☐ Construction - Split Key (22-)

☐ Bored Hotel - 10G50 (N/A with 10-, 11-, 21-, 22-, DG2 and DG3)

☐ Mortise Hotel - 8250 (N/A with 10-, 11-, 21-, 22-, DG2 and DG3)

☐ Old Style Removable Core (51-)

☐ KESO (82-)

☐ KESO Removeable Core (83-)

☐ KESO (F1-)

☐ DEGREE (DG1-)

☐ DEGREE (DG2-)

☐ DEGREE UL437 (DG3-)

Note:
See General Section of Price Book
for valid prefix combinations!

(8) STAMPING REQUIREMENTS - Default stamping will apply unless specified otherwise

Select one ONLY what to use as VKC symbol	Select one ONLY what to use for VKC location
☐ Bittings	☐ Stamp Keys Only
☐ Keyset symbols	☐ Stamp Keys and Cylinder Concealed
☐ Alternate non DHI symbols	☐ Stampl Keys and Cylinder Face - N/A with SFIC, Degree, KESO, 10- and 11-

☐ No Bittings or Keysets on keys - additional charges will apply   ☐ No SARGENT Logo On Keys - additional charges will apply

☐ No Keyway on Keys - additional charges will apply   ☐ No SARGENT Logo On Cylinders - additional charges will apply

☐ Stamp Keys "DO NOT DUPLICATE" - No Charge

☐ Die Stamping - If Selected, identify if Existing or New   ☐ New Die Stamp   ☐ Existing Die Stamp - No Charge

Die Stamp Text:

(9) CROSS KEYING

Key Symbol:	To Be Operated By

☐ Add'l Notes Attached

Note: Cross Keying minimizes cylinder security level and are not recommended by SARGENT manufactory!

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THIS ORDER ONLY (Section 10 - 18)

	P.O. #

10) PACKING INSTRUCTIONS FOR CHANGE KEYS

☐ Pack Change Keys With Locks (Standard)   ☐ Pack Change Keys separately - See Price Book

11) SHIPPING INSTRUCTIONS FOR CHANGE KEYS

Ship Change Keys To: _____

_____

Attention: _____

12) SHIPPING INSTRUCTIONS FOR MASTER KEYS

Ship Master Keys To: _____

_____

Attention: _____

13) SHIPPING INSTRUCTIONS FOR KEY BLANKS

Ship Keyblanks To: _____

_____

Attention: _____

14) SHIPPING INSTRUCTIONS FOR CORES

Ship Cores To: _____

_____

Attention: _____

15) SHIPPING INSTRUCTIONS FOR KEY WIZARD SOFTWARE

Ship Keywizard Software To: _____

_____   ☐ Registration Form Att'd (Required)

Attention: _____

16) SHIPPING INSTRUCTIONS FOR CONSTRUCTION KEYS

Ship Construction Keys To: _____

_____

Attention: _____

17) SHIPPING INSTRUCTIONS FOR BITTING LIST   KEYWIZARD DOWNLOAD DISC

☐ Only Keysets that are orderd with product on this PO (N/C)

☐ Expanded Bitting List (Please provide requirements)   ☐ Keywizzard Download File on Disc

☐ Provide on Disc   ☐ Provide on Paper

Ship to: _____   Ship to: _____

_____   _____

Attn: _____   Attn: _____

Note: Please see Price Book page CK-4 for prices and additional information regarding above items

Expanded Bitting List requirements:

_____

_____

18) CONTACT INFORMATION - Name of individual in your organization who is knowledgeable about this project should any clarification be necessary.

Name: _____

Phone #: _____   Fax #: _____

Email: _____