

# Master Key Order Supporting Documents









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# MASTER KEY ORDER - QUICK REFERENCE GUIDE



Leadsheets are informational documents that provide system set-up and details for proper order fulfillment

### **General Information**

- All master keyed items require DHI keyset symbols when placing PO.
- If not currently using Pro-Tech and if order has 11+ IDK lines, please provide PO supporting schedule via Excel for speed of entry and error reduction. <u>CLICK HERE</u> for interactive form.
- If interested in using Protech, please contact dawn.erdmann@assaabloy.com

Each category listed below provides an explanation about the particular section on the leadsheet document. Refer to pages 7-13.

### Header

- Master Keyed Order Leadsheets are required with every master keyed order.
- One leadsheet, one system per order.
- Job name, full address, including city, state and zip code required for all master keyed orders.

# **Section 1** System Status

# **Section 2** System Type and Design (For New Systems ONLY )

Select System Type, Number of Pins and Level of System and add required future expansions horizontally.

# **Section 3** Keyway

Corbin Russwin Manufacturing will assign keyways unless customer specific keyway is noted.

# **Section 4** Cross Keying

- All Cross Keyed Cylinders need to have keysets with leading "X" on P.O.
- For all Cross Keyed Cylinders, Keysets Operated By (OBY) conditions need to be provided.

# **Section 5** Authorization

- Access 3 AS/AHS and Pyramid Products Require Authorization
- For NEW Access3 and Pyramid systems include the System Information Document with your P.O.
- For EXISTING systems, if cylinders, keys, keyblanks or bitting lists are NOT shipping directly to end user, please provide authorization documents in the form of Letter of Authorization (LOA) or through the ROA Portal

## **Section 6** Cylinder Features

- Cylinder Features such as CMK, LFIC, etc. and/or Security Features such as AS & AHS etc. needs to be identified on P.O.
- Whichever is selected below will be set up in MK system; however it will NOT be applied by Corbin Russwin to a product on a P.O.

### **Section 7** Cut Keys Quantities for Current P.O.

- Two (2) Cut Change Keys come standard per lock/exit/cylinder. Key Blanks cannot be substituted for cut keys.
- Exception to above: NO cut keys provided when keyed to Master Key only or XnX type of cross keying.

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# **Section 8** Stamping Requirements

- Default stamping will apply unless specified below.
- Potential charges and additional lead times may apply. See Price Book
- Any DIE stamp that is selected will apply to keyblanks on the P.O. If NOT required, mark P.O. accordingly

# **Section 9** Packing Instructions for Keys Produced with Product

• When ordered as CMK keys will be packed and shipped separately from product at no charge

**Section 10** Shipping Instructions for Change Keys

# **Sections 11-16** Shipping Instructions

Includes GGGM, GGM, GM, Masters, Sub Masters, Control and Emergency Keys, Bitting List

**Section 17** Contact Information



# 2-Level System

Here are a few rules to consider when designing a 2-level system:

**Rule # 1:** Master keys get 2 letters and usually start at the beginning of the alphabet. The master key shown is AA.

**Rule #2:** Change keys have numbers added to the letters of the master key they're under. In 2-level systems, the numbers come first.



# 3-Level System

In systems with more than 2 levels, the change key numbers come last. Here we have a 3-level system, a grand master key system. The change key numbers come last and the master keys have 2 letters. The new item here is the grand master key.

Rule #3: GM Ks have only one letter.

**Rule #4:** Masters under the grand must start with the letter of that grand. All masters under grand A must begin with the letter A. Avoid the use of the letters I, O, Q, and X, as they are too easily confused with the numbers 1 and 0. When more than 22 masters are needed under a grand master, insert the rotation number between the letters of the master key symbol.

Example: AA through AZ for the first 22 masters, A2A through A2Z for the 23rd through the 44th master, etc.

# A AB AC AA1 AB2 AB2 AC2 AA3 AB3 AC3

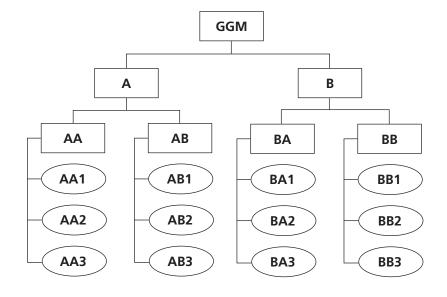
# **4-Level System**

In a 4- level system (great grand master key system) the first 4 rules still apply:

- It's a system of more than 2 levels, so the change key numbers come last
- Masters have 2 letters
- The first letter matches the grand
- Grands have a single letter

The new information here is the great grand.

**Rule #5:** The symbol for a great grand master key is GGM.



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Note: Only One Leadsheet/Key System Per Purchase Order
\*Required Information

Acc#* :	Dis			P.C	). #* :
End User Facility Name <sup>s</sup>	k ·		Contact	t Name:	
End User Address*:					
City*:			State*:		Zip Code*:
		Section	on 1: System Statu	S	
<b>⊒</b> New					
☐ Existing (provide any	below)				
REG#**:		_ TMK Bitting and	d Keyway **:	<i>F</i>	Prior Order #**:
**Used to locate prope For Order with Field Spe					
Seleci	<b>Section</b> t System Type, Numbe	er of Pins and Leve To Select Cyli	e and Design (For N el of System and add inder Features See Se t Key quantities see S	required future expa ction #6	
☐ System 70 (Standard, Security)	☐ Pre Sys	tem 70	☐ ACCESS 3 (AP, AS and AHS)	☐ Pyram	id
☐ 5 Pins	<b>1</b> 6 <i>i</i>	Pins	☐ 7 Pins		
Expansions —	Number of Change Keys	Number of Masters	Number of Grand Masters	Top Master Key Level	
Level 1 🖵	110,5		—		
***Level2 🖵		_	_	Master	
Level3 □			_	Grand	
Level4 🖵				Great Grand	
** For Level 2 systems O	NLY, the Numbers in the	Keyset Symbol com	es <u>before</u> the Letters (E	xample: <b>1</b> AA, <b>2</b> AA, <b>3</b> A	A)
Со	rbin Russwin Manufa Use of restricted k	cturing will assign	ction 3: KEYWAY keyways unless custo F and J) require pre		
		☐ Cust	omer Specified keywa	ay:	
F	All Cross Keyed Cy For all Cross Keyed Cyl	linders need to ha	on 4: CROSS KEYING ave keysets with lead perated By (OBY) con	ing "X" on P.O. Exam	
Keyset	Operate	d By Conditions	Ke	eyset	Operated By Conditions
		Section	n 5: AUTHORIZATIO	DN .	
Fo	Acces or <b>NEW</b> Access3 and	ss 3 AS/AHS and F Pyramid systems i	Pyramid Products Req nclude the <b>S</b> ystem <b>I</b> n	uire Authorization	t with your P.O.
	<u>IG</u> systems, if cylinders uthorization documer	s, keys, keyblanks			o end user, please provide

Access 3 Random Security Code —

Access 3 Job ID# \_\_\_

# MASTER KEY ORDER LEADSHEET (CONT.)



P.O. #	<b>1</b> *		
1.0. 7	т	٠	

## **Section 6: CYLINDER FEATURES**

Cylinder Features such as CMK, LFIC, etc. and/or Security Features such as AS & AHS etc. needs to be identified on P.O. Whichever is selected below will be set up in MK system; however it will NOT be applied by Corbin Russwin to a product on a P.O.

Feature	Set it up
Large Format Interchangeable Core - LFIC	
Hotel Function	

Feature	Set it up
Construction Lost Ball - CMK	
Access 3 Angles (AS & AHS)	٠

## Section 7: CUT KEYS QUANTITIES FOR CURRENT PO

Two (2) Cut Change Keys come standard per lock/exit/cylinder. Key Blanks cannot be substituted for cut keys Exception to above: NO cut keys provided when keyed to Master Key only or XnX type of cross keying

Level	Keyset	Qty	Special Functions	Qty	Change Keys	Qty
GGM			MK Control (CTR)		Per Cylinder	
Grand Masters			SKD Control (CTR)		When left blank two (2) k	eys by default
			MK Construction (CMK)		Total Keys Per Keyset	
			SKD Construction (CMK)		If different quanties per K	
			MK Hotel (EMK)		required please provide be	elow.
			SKD Hotel (EMK)		Keyset	Qty
			HKP (Housekeeping)			
			SEC (Security)			
			JAN (Janitor)			
			MAINT (Maintenance)			
			ENG (Engineering)			
Masters						
_						
_						
_						
_						
_						
_						

## **Section 8: STAMPING REQUIREMENTS**

Default stamping will apply unless specified below.

Potential charges and additional lead times may apply. See Price Book

Any DIE stamp that is selected will apply to keyblanks on the P.O. If NOT required, mark P.O. accordingly.

VKC Stamping (select one)	DIE Stamping	KEY BOW
□ BITTING	☐ DO NOT DUPLICATE (DND)	
□ KEYSET	☐ US GOVERNMENT DND	
□ ALTERNATE	☐ US PROPERTY DND	STYLE
□ NONE. BLANK □ EXISTING		32
	□ NEW	
LESS LOGO	LESS KEYWAY	

Cylinders Stamping				
VKC Stamping (select one)	Location (select one)			
□ BITTING	□ VISUAL			
☐ KEYSET	☐ CONCEALED			
☐ ALTERNATE				
□ LESS LOGO				



# MASTER KEY ORDER LEADSHEET (CONT.)

P.O. #* :					
	Section 9: PACKING		YS PRODUCED with PRODU d separately from product at		
☐ Pack Keys with Produc	t (Standard)	Keys Separately - see Price	e Book for charges		
	Section 10:	SHIPPING INSTRUCTION	IS FOR CHANGE KEYS		
Name:		Address:			
Att To:		City:	State:	Zip:	
			R ANY LEVEL MASTER KEYS		
Name:		Address:			
Att To:		City:	State:	Zip:	
Secti	ion 12: SHIPPING INSTRU	CTIONS FOR CONSTRUC	TION MASTER KEYS (MK'e	ed or TEMPs)	
Name:		Address:			
Att To:		City:	State:	Zip:	
	Section 13:	SHIPPING INSTRUCTIO	NS FOR KEYBLANKS		
Name:		Address:			
Att To:		City:	State:	Zip:	
	Section	14: SHIPPING INSTRUCT	IONS FOR CORES		
Name:		Address:			
Att To:		City:	State:	Zip:	
If Bitt		SHIPPING INSTRUCTIO nark how you want to rec	NS FOR BITTING LIST eive them and provide shippi	ng instructions	
	vere ordered with product o See Price Book for additiona		requirements):		
☐ Excel (via EMAIL)	☐ PDF (via EMAIL)	☐ Paper (via UPS)			
E-mail:		Att To:			
Name:		Address:			
Att To:		City:	State:	Zip:	
Se	D	ownload files are delivere	ARD or SIMPLE K DOWNLO d via email. and provide shipping instruct		
•	vere ordered with product o				
	·		VIDUAL COMPLETING THIS		
Name:					
Phone:					
E-mail:					

# **AUTHORIZATION LETTER TEMPLATE**



Your Company Name Your Company Address Your Company City, State Zip Code Date

Re: Authorization Letter for DISTRIBUTOR NAME HERE to receive high security product including restricted keyways, on our behalf

To Whom It May Concern:

Please allow this letter to serve as authorization for DISTRIBUTOR NAME HERE to receive product on behalf of MY COMPANY NAME AND ADDRESS HERE. If there are questions or additional concerns, please do not hesitate to contact me.

(555) 555-5555 myname@emaildomain.com

Provided below, is the REQUIRED system reference information pertinent to my system.

Access 3 Job ID System Registry # and one Random Security code if applicable: Pyramid System Registry Number:

Security Product Registry Number: Protected Keyway Registry Number if applicable or Keyway Section:

**Expires: EXPIRATION DATE** 

Sincerely,

Name: Title:

Must be completed on YOUR COMPANY letterhead. All fields in red are required. When complete, send to Distributor to submit with PO to CORBIN RUSSWIN.

\*Name should be the Authorized signature as on the Access 3 and Pyramid System Information Document.

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# **AUTHORIZATION CHANGE LETTER TEMPLATE**



Your Company Name Your Company Address Your Company City, State Zip Code Date

Re: Changes to Authorized Person List

To Whom It May Concern:

This is to inform Corbin Russwin that PERSON NAME is no longer with the company, has retired or has changed names. The name(s) are to be removed from authorized person list and replaced with new names listed below. If there are any questions or additional concerns, please do not hesitate to contact me.

(555) 555-5555 myname@emaildomain.com

Person(s) authorized to order additional locksets, cylinders, keys or bitting lists for the high security system noted:

1.

2.

Provided below, is the REQUIRED system reference information pertinent to my system.

Access 3 Job ID System Registry # and one Random Security code if applicable:

Pyramid System Registry Number:

Security Product Registry Number:

Protected Keyway Registry Number if applicable or Keyway Section:

Sincerely,

Name:

Title:

Must be completed on YOUR COMPANY letterhead. All fields in red are required. When complete, send to Distributor to submit with PO to Corbin Russwin.

# PROTECTED KEYWAY PRODUCT AND KEYS



# Fill out Completely, print, sign and submit with PO

The undersigned hereby certifies that I have been designated as primary systems administrator of the Corbin Russwin protected locking system for the below facility, and, as such, I hereby accept all terms set forth by the Corbin Russwin Cylinders/Keys Product Line management team in the Policies and Procedures.

If I am removed from my duties as primary systems administrator for any reason whatsoever, I will immediately notify Corbin Russwin Key Systems Administration, in writing. If I am unable to do so, then the person assuming these responsibilities for the Facility will notify Corbin Russwin Key Systems Administration, in writing immediately. In these instances, Corbin Russwin will require the completion of a revised Notice of Acceptance for the Facility.

I understand that if any of the authorized representatives of this Facility (as set out below) are removed from their duties for any reason whatsoever, it is my responsibility to notify the Corbin Russwin Key Systems Administration, in writing, of their release and the names of their replacements.

Facility Name:			
Mailing Address:		Shipping Addre	ess:
Street:		Street:	
City:			State:
Zip Code:			
Phone:			
Fax:		Internal Use C	Only:
E-mail:		Date Received	and Recorded:
		Distributor Cor	bin Russwin Account #:
Rv.			
By:(Print Name, Primary System	m Administrator)	(Title)	(Authorized Signature)
release and the names of thei  Date:  Authorized Facility Representa (Printed Name)	r replacements.	(Title)	ds Department, in writing, of their  (Authorized Signatures)
Please attach any additional.			
Experience a safer and more open world		_ (Signature or Initial by Sy	stem Administrator Only)

Experience a safer and more open world





# Access 3® Pyramid

# Fill out Completely, print and sign to submit with PO

System: ☐ AP ☐ AS/AHS	Pyramid		
Facility Name:		Facility Name:	
Mailing Address:		Shipping Address:	
Street:		Street:	
City:	_ State:	City:	State:
Zip Code:		Zip Code:	
Phone:		_	
Fax:			
E-mail:		_	
Ву:			
(Print Name, Primary System Administr	ator)	(Title)	(Authorized Signature)
Date:			
Authorized Facility Representatives:			
(Print Name)		(Title)	(Authorized Signature)
Please attach any additional.			
,		(Signature or Initial by Syst	tem Administrator Only)
☐ "OPT-OUT" Option (System Type AS &	AHS Only): By select	cting this option I elect not	to use the sequentially numbered

registrations certificates and agree to substitute them with a Letter of Authorization.

# PO SUPPORT SCHEDULE



Please type in cells below. Add additional IDK lines as needed. Print and submit with PO.

ID	Quantity	Configured Product	Hand	Opening Size

Quantity	Hardware Set	Door #	Keying	# of Keys

ID Quantity Configured Product Hand Opening Size

Quantity	Hardware Set	Door #	Keying	# of Keys

ID Quantity Configured Product Hand Opening Size

Quantity	Hardware Set	Door #	Keying	# of Keys





			equired Information			
Acc#*: <u>12345678</u>	Dist	ributor Name* :		!	P.O. #* :	123456NEW
nd User Facility Name <sup>*</sup>	· ARC ISD		Conta	act Name: IOHN	N SMITH	
ob/Building Name*:			Phone			
nd User Address*: 1				7CITION: 111 222 3	15557 1567 (2	CISD.IVIVIV
	50 MAIN 51		Ctato*:	СТ		7in Codo*: 06037
.ity . DENEIN			State .			zip code . <u>00037</u>
		Section	on 1: System Status	5		
<b>1</b> New						
Existing (provide any	below)					
?EG#**:		TMK Bitting an	d Keyway **:		Prior Orde	r #**:
*Used to locate prope						-
or Order with Field Spe	ecified Bittings provide	information with	h PO. See Price Book	for possible extra o	charges.	
	Section	2: System Type	e and Design ( <i>For N</i>	ew Systems ONL	.Y)	
Select	System Type, Number	r of Pins and Leve	el of System and add i	required future exp		izontally.
			inder Features See See			
		For Actual Cut	t Key quantities see Se	ection #7		
☐ System 70	☐ Pre Sys	tem 70	<b>∡</b> ACCESS 3	☐ Pyra	amid	
(Standard, Security)			(AP, AS and AHS)	, .		
☐ 5 Pins	<b>□</b> 6 P	ins	☐ 7 Pins			
	Number of Change	Number of	Number of	Top Master		
Expansions —	Keys	Masters	Grand Masters	Key Level		
Level 1 🖵	Reys	—	— — — — — — — — — — — — — — — — — — —	—		
***Level2 🖵			_	Master		
Level3 🗹	40	10	_	Grand		
Level4 🖵		-		Great Grand		
** For Level 2 systems OI	NLY, the Numbers in the	Kevset Symbol com	es <b>before</b> the Letters (E	xample: <b>1</b> AA. <b>2</b> AA. 3	3AA)	
		· ·	ction 3: KEYWAY	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	
Со	rbin Russwin Manufac			omer specific keyw	vay is noted l	below.
			F and J) require pre			
		☐ Cust	omer Specified keywa	ıy:		
		Section	on 4: CROSS KEYING	i		
			ave keysets with leadi			
F	or all Cross Keyed Cyli	nders, Keysets O	perated By (OBY) con	ditions need to be	provided be	low.
Keyset		By Conditions	Ke	eyset	Opera	ted By Conditions
XAA1	A	A2-AA5				
			n 5: AUTHORIZATIO	- <del>-</del>		
			Pyramid Products Requestions Include the System Int		ant with var	r P.O
F(	or <b>NEW</b> Access3 and F		nclude the <b>S</b> ystem Inf ck here for template	ormation <b>D</b> ocume	ent with you	r.U.
	<b>G</b> systems, if cylinders	, keys, keyblanks	or bitting lists are NC	T shipping directly	/ to end user	, please provide
For <i>EXISTIN</i>	<b><u>G</u></b> systems, if cylinders uthorization documen					

# SAMPLE LEADSHEET - NEW SYSTEMS (CONT.)



P.O. #*	123456NEW
г. U. #	12343011611

## **Section 6: CYLINDER FEATURES**

Cylinder Features such as CMK, LFIC, etc. and/or Security Features such as AS & AHS etc. needs to be identified on P.O. Whichever is selected below will be set up in MK system; however it will NOT be applied by Corbin Russwin to a product on a P.O.

Feature	Set it up
Large Format Interchangeable Core - LFIC	
Hotel Function	

Feature	Set it up
Construction Lost Ball - CMK	₫
Access 3 Angles (AS & AHS)	<b>a</b>

# Section 7: CUT KEYS QUANTITIES FOR CURRENT PO

Two (2) Cut Change Keys come standard per lock/exit/cylinder. Key Blanks cannot be substituted for cut keys Exception to above: NO cut keys provided when keyed to Master Key only or XnX type of cross keying

Level	Keyset	Qty	Special Functions	Qty	Change Keys	Qty
GGM			MK Control (CTR)		Per Cylinder	3
Grand Masters	Α	5	SKD Control (CTR)		When left blank two (2) ke	eys by default
			MK Construction (CMK)	10	Total Keys Per Keyset	
			SKD Construction (CMK)		If different quanties per Ke	
			MK Hotel (EMK)		required please provide be	low.
			SKD Hotel (EMK)		Keyset	Qty
			HKP (Housekeeping)		AA1	5
			SEC (Security)		AA7	10
			JAN (Janitor)			
			MAINT (Maintenance)			
			ENG (Engineering)			
Masters	AA,AB,AC	5 EA				

# **Section 8: STAMPING REQUIREMENTS**

Default stamping will apply unless specified below.

Potential charges and additional lead times may apply. See Price Book

Any DIE stamp that is selected will apply to keyblanks on the P.O. If NOT required, mark P.O. accordingly.

	Cut Keys Stamping	
VKC Stamping (select one)	DIE Stamping	KEY BOW
□ BITTING	■ DO NOT DUPLICATE (DND)	
✓ KEYSET		
□ ALTERNATE	STYLE KB38	
☐ NONE. BLANK	□ EXISTING	
	□ NEW	
□ LESS LOGO	□ LESS KEYWAY	

Cylinders Stamping						
VKC Stamping (select one)	Location (select one)					
□ BITTING	□ VISUAL					
<b></b> ✓ KEYSET						
☐ ALTERNATE						
□ LESS LOGO						

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# SAMPLE LEADSHEET - NEW SYSTEMS (CONT.)

P.O. #*:123456NEW			
	ISTRUCTIONS FOR KEYS PRODUCE		
	eys Separately - see Price Book for cha		J
Section 10: S	HIPPING INSTRUCTIONS FOR CHAN	GE KEYS	
Name: ABS ISD LOCK SHOP	Address: 100 MAIN ST		
Att To: JOHN SMITH	_ City:BERLIN	State: <u>CT</u>	Zip: <u>06037</u>
	NG INSTRUCTIONS FOR ANY LEVEL M, Masters, Sub Masters, Control a		eys)
Name: <u>ABS ISD LOCK SHOP</u>	Address: 100 MAIN ST		
Att To: JOHN SMITH	_ City:BERLIN	State: CT	Zip: <u>06037</u>
Section 12: SHIPPING INSTRUC	TIONS FOR CONSTRUCTION MASTE	R KEYS (MK'ed o	r TEMPs)
Name:	Address:		
Att To:	_ City:	State:	Zip:
Section 13:	SHIPPING INSTRUCTIONS FOR KEYE	BLANKS	
Name:	_ Address:		
Att To:	_ City:	State:	Zip:
Section 1	4: SHIPPING INSTRUCTIONS FOR CO	RES	
Name:	_ Address:		
Att To:	City:	State:	Zip:
	SHIPPING INSTRUCTIONS FOR BITTI ark how you want to receive them and		nstructions
✓ Include Keysets that were ordered with product on ☐ Expanded bitting list. See Price Book for additional			
☐ Excel (via EMAIL) ☐ PDF (via EMAIL)	☐ Paper (via UPS)		
E-mail:JS@ABCISD.NNN	_ Att To:		
Name:	_ Address:		
Att To:	_ City:	State:	_ Zip:
Do	JCTIONS FOR KEY WIZARD or SIMP wnload files are delivered via email. red, please mark below and provide sh		
☐ Include Keysets that were ordered with product on ☐ Expanded list (Please provide requirements):  E-mail (for download files)			
Section 17: CONTACT INI	FORMATION FOR INDIVIDUAL COM	PLETING THIS FO	RM
Name: JOHN SMITH  Phone: 111-222-3333  E-mail: JS@ABCISD.NNN			

# SAMPLE LEADSHEET - EXISTING SYSTEMS



	Note	e: Only One Lead: *Re	sheet/Key Syste		e Order		
Acc#*: <u>12345678</u>	Dist		•		P.O	. #* :	123456ADD
End User Facility Name <sup>*</sup>	: ABC ISD			Contact Name	e: <u>JOHN S</u>	MITH	
ob/Building Name*: <u>B</u>	ERLIN HS			Phone/email: _	111-222-333	3 JS@AB	CISD.NNN
End User Address*: <u>10</u>	00 MAIN ST						
City*: BERLIN				State*: <u>CT</u>			Zip Code*: <u>06037</u>
		Section	on 1: System	Status			
<b>□</b> New							
Existing (provide any		T. 445 Bird	t te an				11.1.2
REG#**: 0012312312							r #**:
**Used to locate prope For Order with Field Spe							
Select	<b>Section</b> t System Type, Numbe	To Select Cyli	el of System and Inder Features :		future expar	nsions hor	izontally.
☐ System 70	☐ Pre Sys	tem 70	□ ACCESS	-	Pyrami	d	
(Standard, Security)			(AP, AS and A	AHS)			
☐ 5 Pins	<b>□</b> 6 P	ins	☐ 7 Pins				
Expansions	Number of Change Keys	Number of Masters	Number of Grand Mass		Master y Level		
Level 1 🖵		<u> </u>	_		_		
***Level2 🖵					1aster		
Level3 🗖			_		Grand		
Level4 🗖	NUX de a Neverla aux in de a	/	<b></b>		at Grand		
** For Level 2 systems OI	NLY, the Numbers in the	· ·		·	1AA, <b>2</b> AA, <b>3</b> AA	١)	
Со	rbin Russwin Manufac Use of restricted k	turing will assign		ss customer spe			
		☐ Custo	omer Specified	keyway:			
F	All Cross Keyed Cyl For all Cross Keyed Cylı	inders need to ha		h leading "X" d			low.
Keyset	Operated	By Conditions		Keyset		Opera	ted By Conditions
XAA8		A2-AA5					
r.		3 AS/AHS and P		ts Require Auth		with your	. D.O.
For <b>EXISTIN</b>	or <b>NEW</b> Access3 and F <b>G</b> systems, if cylinders uthorization documen	<u>Clic</u> , keys, keyblanks	k here for tem or bitting lists	<u>plate</u> are NOT shippi	ng directly to	end user,	please provide
							Ortal
Access 3 Job ID#			Access	3 Random Sec	urity Code		



# SAMPLE LEADSHEET - EXISTING SYSTEMS (CONT.)

P.O. #*:	123456ADD
1.Ο. π .	123430ADD

## **Section 6: CYLINDER FEATURES**

Cylinder Features such as CMK, LFIC, etc. and/or Security Features such as AS & AHS etc. needs to be identified on P.O. Whichever is selected below will be set up in MK system; however it will NOT be applied by Corbin Russwin to a product on a P.O.

Feature	Set it up
Large Format Interchangeable Core - LFIC	ū
Hotel Function	

Feature	Set it up
Construction Lost Ball - CMK	ū
Access 3 Angles (AS & AHS)	र्ज

# Section 7: CUT KEYS QUANTITIES FOR CURRENT PO

Two (2) Cut Change Keys come standard per lock/exit/cylinder. Key Blanks cannot be substituted for cut keys Exception to above: NO cut keys provided when keyed to Master Key only or XnX type of cross keying

Level	Keyset	Qty	Special Functions	Qty	Change Keys	Qty
GGM			MK Control (CTR)		Per Cylinder	3
Grand Masters			SKD Control (CTR)		When left blank two (2) key	s by default
			MK Construction (CMK)	2	Total Keys Per Keyset	
			SKD Construction (CMK)		If different quanties per Key	
			MK Hotel (EMK)		required please provide belo	W.
			SKD Hotel (EMK)		Keyset	Qty
			HKP (Housekeeping)		AE1	5
			SEC (Security)			
			JAN (Janitor)			
			MAINT (Maintenance)			
			ENG (Engineering)			
Masters	AD,AE	5 EA				

# **Section 8: STAMPING REQUIREMENTS**

Default stamping will apply unless specified below.

Potential charges and additional lead times may apply. See Price Book

Any DIE stamp that is selected will apply to keyblanks on the P.O. If NOT required, mark P.O. accordingly.

	Cut Keys Stamping	
VKC Stamping (select one)	DIE Stamping	KEY BOW
□ BITTING	☑ DO NOT DUPLICATE (DND)	
<b>☑</b> KEYSET	☐ US GOVERNMENT DND	
□ ALTERNATE	☐ US PROPERTY DND	STYLE KB38
☐ NONE. BLANK	□ EXISTING	
	□ NEW	
□ LESS LOGO	□ LESS KEYWAY	

Cylinders Stamping					
VKC Stamping (select one)	Location (select one)				
□ BITTING	□ VISUAL				
<b>₫</b> KEYSET	<b>☑</b> CONCEALED				
□ ALTERNATE					
□ LESS LOGO					

# SAMPLE LEADSHEET - EXISTING SYSTEMS (CONT.)



P.O. #* : 123456ADD			
	INSTRUCTIONS FOR KEYS PRODU vill be packed and shipped separate		•
	Keys Separately - see Price Book for		3
Section 10:	SHIPPING INSTRUCTIONS FOR CH	IANGE KEYS	
Name:ABS ISD LOCK SHOP	Address: <u>100 MAIN ST</u>		
Att To: JOHN SMITH	City:BERLIN	State: <u>CT</u>	Zip: <u>06037</u>
	ING INSTRUCTIONS FOR ANY LEV GM, Masters, Sub Masters, Contr		Keys)
Name: ABS ISD LOCK SHOP	Address: <u>100 MAIN ST</u>		
Att To: JOHN SMITH	City: BERLIN	State: <u>CT</u>	Zip: <u>06037</u>
Section 12: SHIPPING INSTRUC	CTIONS FOR CONSTRUCTION MA	STER KEYS (MK'ed	or TEMPs)
Name:	Address:		
Att To:	City:	State:	Zip:
Section 13:	SHIPPING INSTRUCTIONS FOR K	EYBLANKS	
Name:	Address:		
Att To:	City:	State:	Zip:
Section	14: SHIPPING INSTRUCTIONS FOR	CORES	
Name:	Address:		
Att To:	City:	State:	Zip:
	SHIPPING INSTRUCTIONS FOR Bloark how you want to receive them		instructions
☑ Include Keysets that were ordered with product o ☐ Expanded bitting list. See Price Book for additional		nts):	
☐ Excel (via EMAIL) ☐ PDF (via EMAIL)	☐ Paper (via UPS)		
E-mail:JS@ABCISD.NNN	Att To:		
Name:			
Att To:	•		·
D	RUCTIONS FOR KEY WIZARD or S ownload files are delivered via emai iired, please mark below and provid	l.	
☐ Include Keysets that were ordered with product o ☐ Expanded list (Please provide requirements): E-mail (for download files)			
Section 17: CONTACT II	NFORMATION FOR INDIVIDUAL C	OMPLETING THIS F	ORM
Name:         JOHN SMITH           Phone:         111-222-3333           E-mail:         JS@ABCISD.NNN			



	<u>ID</u>	Quar	ntity	Description	Part Num	ber	<u>Hand</u>	Opening Size
11	LO-5	7	EA	Storeroom Lo	ck CL3557 A	ZD 626 CMK	GMK LH	
	Qty	HW Set		Door#	Keying	# of Keys	Each/Total	Operated By
	1	7.1		109	SKD1 (CL3557)		Each	
	1	7		118	AA9 (CL3557)		Each	
	1	12		124B	AA13 (CL3557)		Each	
	1	7		127	AA14 (CL3557)		Each	
	1	7		131	AB2 (CL3557)		Each	
	- 1	22		155	A3 (CL3557)		Each	
	1	26		160B	AD3 (CL3557)		Each	
12	LO-5	4	EA	vieroom Lo	ckCL3557 _	7D 626 MK	GMK IHD	
-	Qty	HW Set		toreroom to	K			Operated By
	1	10	-	120	12 CL 55		Each	,
	1	19		141	AC2 (CL3557)		Each	
	1	19		152	AC7 (CL3557)		Each	
	1	12		170	AE1 (CL3557)		Each	
12	LO-5	8	EA	Storonom I a	ck CL3557 A			
13	Qty	HW Set		Door#	Keying			Operated By
	1	7		111	-	# Of Reya		Operated by
	1	7		121	AA6 (CL3557)		Each	
	_			124A	AA11 (CL3557) AA13 (CL3557)		Each	
	1.	12			AA13 ((13557)		Each	
	1	12 7.1					- V	
	1	7.1		129	AA2 (CL3557)		Each	
	1	7.1 7		129 133	AA2 (CL3557) AB3 (CL3557)		Each	
	1	7.1		129	AA2 (CL3557)			

Maximum 7 characters for Door Number field Maximum 10 characters for Hardware Set field

Keyset, Door Number and Heading will be printed on labels

<u>Click Here</u> for Interactive Form for PO Support Schedule

# NOTES



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The ASSA ABLOY Group is the global leader in access solutions. Every day, we help billions of people experience a more open world.

ASSA ABLOY Opening Solutions leads the development within door openings and products for access solutions in homes, businesses and institutions. Our offering includes doors, frames, door and window hardware, mechanical and smart locks, access control and service.



For additional information, contact your ASSA ABLOY Door Security Solutions sales consultant or visit **www.corbinrusswin.com**.

In U.S.

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