

Master Key Order Supporting Documents



Supporting Documents

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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. [CLICK HERE](#) 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.

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

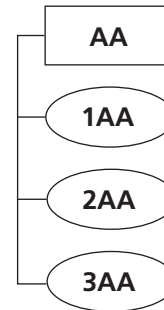
Section 17 Contact Information

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.



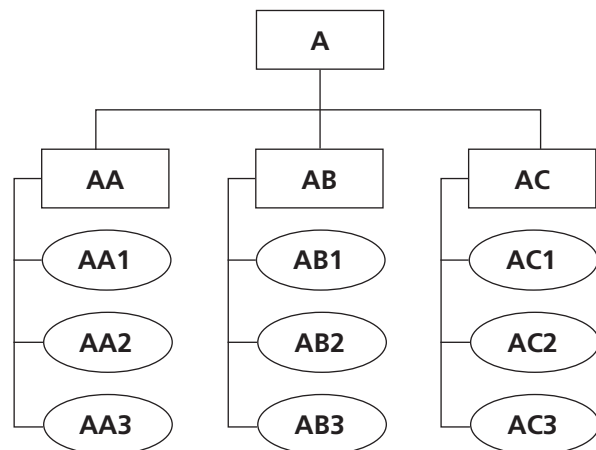
3-Level System

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.



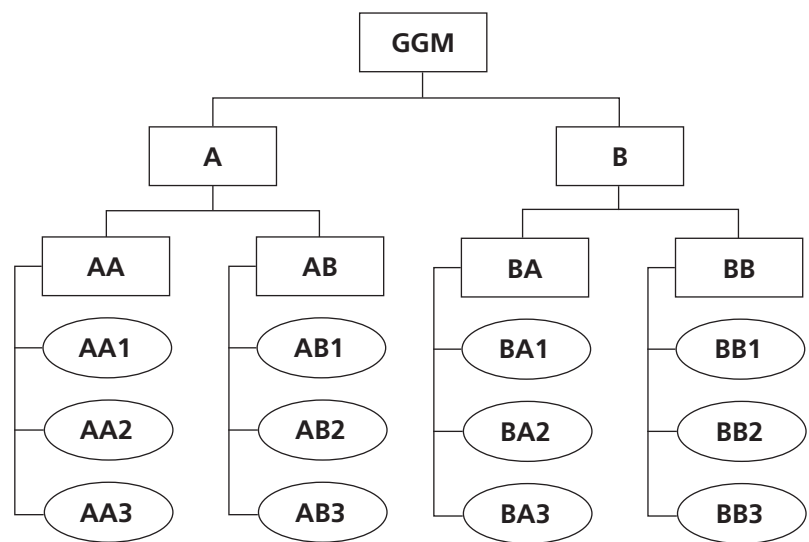
4-Level System

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.



Note: Only One Leadsheet/Key System Per Purchase Order

**Required Information*

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

End User Facility Name* : _____ Contact Name: _____

Job/Building Name* : _____ Phone/email: _____

End User Address* : _____

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

Section 1: System Status

☐ New

☐ Existing (provide any below)

REG#** : _____ TMK Bitting and Keyway ** : _____ Prior Order #** : _____

***Used to locate proper Registry # ONLY. All other order requirements must be identified in sections below.*

For Order with Field Specified Bittings provide information with PO. See Price Book for possible extra charges.

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.

To Select Cylinder Features See Section #6

For Actual Cut Key quantities see Section #7

☐ System 70
(Standard, Security)

☐ Pre System 70

☐ ACCESS 3
(AP, AS and AHS)

☐ Pyramid

☐ 5 Pins

☐ 6 Pins

☐ 7 Pins

Expansions →	Number of Change Keys	Number of Masters	Number of Grand Masters	Top Master Key Level
Level 1 <input type="checkbox"/>		—	—	—
***Level2 <input type="checkbox"/>		—	—	Master
Level3 <input type="checkbox"/>			—	Grand
Level4 <input type="checkbox"/>				Great Grand

*** For Level 2 systems ONLY, the Numbers in the Keyset Symbol comes **before** the Letters (Example: **1AA**, **2AA**, **3AA**...)

Section 3: KEYWAY

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

Use of restricted keyways (39, 93, F and J) require pre-approval by Corbin Russwin

☐ Customer Specified keyway: _____

Section 4: CROSS KEYING

All Cross Keyed Cylinders need to have keysets with leading "X" on P.O. Example: XAA1

For all Cross Keyed Cylinders, Keysets Operated By (OBY) conditions need to be provided below.

Keyset	Operated By Conditions	Keyset	Operated By Conditions

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.

[Click here for template](#)

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

Access 3 Job ID# _____ Access 3 Random Security Code _____

P.O. #* : _____

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

- ☐ Pack Keys with Product (Standard) ☐ Pack Keys Separately - see Price Book for charges

Section 10: SHIPPING INSTRUCTIONS FOR CHANGE KEYS

Name: _____ Address: _____

Att To: _____ City: _____ State: _____ Zip: _____

Section 11: SHIPPING INSTRUCTIONS FOR ANY LEVEL MASTER KEYS
(Includes GGGM, GGM, GM, Masters, Sub Masters, Control and Emergency Keys)

Name: _____ Address: _____

Att To: _____ City: _____ State: _____ Zip: _____

Section 12: SHIPPING INSTRUCTIONS FOR CONSTRUCTION MASTER KEYS (MK'ed or TEMPs)

Name: _____ Address: _____

Att To: _____ City: _____ State: _____ Zip: _____

Section 13: SHIPPING INSTRUCTIONS FOR KEYBLANKS

Name: _____ Address: _____

Att To: _____ City: _____ State: _____ Zip: _____

Section 14: SHIPPING INSTRUCTIONS FOR CORES

Name: _____ Address: _____

Att To: _____ City: _____ State: _____ Zip: _____

Section 15: SHIPPING INSTRUCTIONS FOR BITTING LIST

If Bitting List is required, please mark how you want to receive them and provide shipping instructions

- ☐ Include Keysets that were ordered with product on this PO (no charge)
☐ Expanded bitting list. See Price Book for additional charges (Please provide requirements): _____

- ☐ Excel (via EMAIL) ☐ PDF (via EMAIL) ☐ Paper (via UPS)

E-mail: _____ Att To: _____

Name: _____ Address: _____

Att To: _____ City: _____ State: _____ Zip: _____

Section 16: SHIPPING INSTRUCTIONS FOR KEY WIZARD or SIMPLE K DOWNLOAD FILES

Download files are delivered via email.

If Download file is required, please mark below and provide shipping instructions

- ☐ Include Keysets that were ordered with product on this PO
☐ Expanded list (Please provide requirements): _____

E-mail (for download files) _____

Section 17: CONTACT INFORMATION FOR INDIVIDUAL COMPLETING THIS FORM

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.**

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.

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:

Street: _____
City: _____ State: _____
Zip Code: _____
Phone: _____
Fax: _____
E-mail: _____

Shipping Address:

Street: _____
City: _____ State: _____
Zip Code: _____

Internal Use Only:

Date Received and Recorded: _____
Distributor Corbin Russwin Account #: _____

By: _____
(Print Name, Primary System Administrator) (Title) (Authorized Signature)

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 Corbin Russwin Key Records Department, in writing, of their release and the names of their replacements.

Date: _____

Authorized Facility Representatives:
(Printed Name)

(Title)

(Authorized Signatures)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach any additional.

_____ (Signature or Initial by System Administrator Only)

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: _____

By: _____

(Print Name, Primary System Administrator)

(Title)

(Authorized Signature)

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 Corbin Russwin Key Records Department, in writing, of their release and the names of their replacements.

Date: _____

Authorized Facility Representatives:

(Print Name)

(Title)

(Authorized Signature)

Please attach any additional.

_____ (Signature or Initial by System Administrator Only)

☐ "OPT-OUT" Option (System Type AS & AHS Only): By selecting this option I elect not to use the sequentially numbered registrations certificates and agree to substitute them with a Letter of Authorization.

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

Note: Only One Leadsheet/Key System Per Purchase Order

**Required Information*

Acc#*: 12345678 Distributor Name*: P.O. #*: 123456NEW

End User Facility Name*: ABC ISD Contact Name: JOHN SMITH
Job/Building Name*: BERLIN HS Phone/email: 111-222-3333 / JS@ABCISD.NNN
End User Address*: 100 MAIN ST
City*: BERLIN State*: CT Zip Code*: 06037

Section 1: System Status

☒ New

☐ Existing (provide any below)

REG#*: TMK Bitting and Keyway **: Prior Order #**:

***Used to locate proper Registry # ONLY. All other order requirements must be identified in sections below.
For Order with Field Specified Bittings provide information with PO. See Price Book for possible extra charges.*

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.
To Select Cylinder Features See Section #6
For Actual Cut Key quantities see Section #7*

☐ System 70
(Standard, Security)

☐ Pre System 70

☒ ACCESS 3
(AP, AS and AHS)

☐ Pyramid

☐ 5 Pins

☐ 6 Pins

☐ 7 Pins

Expansions →	Number of Change Keys	Number of Masters	Number of Grand Masters	Top Master Key Level
Level 1 <input type="checkbox"/>		—	—	—
***Level2 <input type="checkbox"/>		—	—	Master
Level3 <input checked="" type="checkbox"/>	40	10	—	Grand
Level4 <input type="checkbox"/>				Great Grand

*** For Level 2 systems ONLY, the Numbers in the Keyset Symbol comes **before** the Letters (Example: 1AA, 2AA, 3AA...)

Section 3: KEYWAY

*Corbin Russwin Manufacturing will assign keyways unless customer specific keyway is noted below.
Use of restricted keyways (39, 93, F and J) require pre-approval by Corbin Russwin*

☐ Customer Specified keyway: _____

Section 4: CROSS KEYING

*All Cross Keyed Cylinders need to have keysets with leading "X" on P.O. Example: XAA1
For all Cross Keyed Cylinders, Keysets Operated By (OBY) conditions need to be provided below.*

Keyset	Operated By Conditions	Keyset	Operated By Conditions
XAA1	AA2-AA5		

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.

[Click here for template](#)

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

Access 3 Job ID# Access 3 Random Security Code

P.O. #* : 123456NEW

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

- ☐ Pack Keys with Product (Standard) ☒ Pack Keys Separately - see Price Book for charges

Section 10: SHIPPING INSTRUCTIONS FOR CHANGE KEYS

Name: ABS ISD LOCK SHOP Address: 100 MAIN ST

Att To: JOHN SMITH City: BERLIN State: CT Zip: 06037

Section 11: SHIPPING INSTRUCTIONS FOR ANY LEVEL MASTER KEYS
(Includes GGGM, GGM, GM, Masters, Sub Masters, Control and Emergency Keys)

Name: ABS ISD LOCK SHOP Address: 100 MAIN ST

Att To: JOHN SMITH City: BERLIN State: CT Zip: 06037

Section 12: SHIPPING INSTRUCTIONS FOR CONSTRUCTION MASTER KEYS (MK'ed or TEMPs)

Name: Address:

Att To: City: State: Zip:

Section 13: SHIPPING INSTRUCTIONS FOR KEYBLANKS

Name: Address:

Att To: City: State: Zip:

Section 14: SHIPPING INSTRUCTIONS FOR CORES

Name: Address:

Att To: City: State: Zip:

Section 15: SHIPPING INSTRUCTIONS FOR BITTING LIST

If Bitting List is required, please mark how you want to receive them and provide shipping instructions

- ☒ Include Keysets that were ordered with product on this PO (no charge)
☐ Expanded bitting list. See Price Book for additional charges (Please provide requirements):

- ☐ Excel (via EMAIL) ☒ PDF (via EMAIL) ☐ Paper (via UPS)

E-mail: JS@ABCISD.NNN Att To:

Name: Address:

Att To: City: State: Zip:

Section 16: SHIPPING INSTRUCTIONS FOR KEY WIZARD or SIMPLE K DOWNLOAD FILES

Download files are delivered via email.

If Download file is required, please mark below and provide shipping instructions

- ☐ Include Keysets that were ordered with product on this PO
☐ Expanded list (Please provide requirements):

E-mail (for download files):

Section 17: CONTACT INFORMATION FOR INDIVIDUAL COMPLETING THIS FORM

Name: JOHN SMITH

Phone: 111-222-3333

E-mail: JS@ABCISD.NNN

Note: Only One Leadsheet/Key System Per Purchase Order

*Required Information

Acc#* : 12345678 Distributor Name* : LOCK HDW P.O. #* : 123456ADD

End User Facility Name* : ABC ISD Contact Name: JOHN SMITH
 Job/Building Name* : BERLIN HS Phone/email: 111-222-3333 JS@ABCISD.NNN
 End User Address* : 100 MAIN ST
 City* : BERLIN State* : CT Zip Code* : 06037

Section 1: System Status

☐ New

☒ Existing (provide any below)

REG#** : 0012312312 TMK Biting and Keyway **: Prior Order #** :

**Used to locate proper Registry # ONLY. All other order requirements must be identified in sections below.

For Order with Field Specified Bittings provide information with PO. See Price Book for possible extra charges.

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.

To Select Cylinder Features See Section #6

For Actual Cut Key quantities see Section #7

☐ System 70
(Standard, Security)

☐ Pre System 70

☐ ACCESS 3
(AP, AS and AHS)

☐ Pyramid

☐ 5 Pins

☐ 6 Pins

☐ 7 Pins

Expansions →	Number of Change Keys	Number of Masters	Number of Grand Masters	Top Master Key Level
Level 1 <input type="checkbox"/>		—	—	—
***Level2 <input type="checkbox"/>		—	—	Master
Level3 <input type="checkbox"/>			—	Grand
Level4 <input type="checkbox"/>				Great Grand

*** For Level 2 systems ONLY, the Numbers in the Keyset Symbol comes **before** the Letters (Example: 1AA, 2AA, 3AA...)

Section 3: KEYWAY

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

Use of restricted keyways (39, 93, F and J) require pre-approval by Corbin Russwin

☐ Customer Specified keyway: _____

Section 4: CROSS KEYING

All Cross Keyed Cylinders need to have keysets with leading "X" on P.O. Example: XAA1

For all Cross Keyed Cylinders, Keysets Operated By (OBY) conditions need to be provided below.

Keyset	Operated By Conditions	Keyset	Operated By Conditions
XAA8	AA2-AA5		

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.

[Click here for template](#)



For **EXISTING** systems, if cylinders, keys, keyblanks or biting 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

Access 3 Job ID# _____ Access 3 Random Security Code _____

P.O. #* : 123456ADD

Section 6: CYLINDER FEATURES

Cylinder Features such as CMK, LHC, 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	<input type="checkbox"/>
Access 3 Angles (AS & AHS)	<input checked="" type="checkbox"/>

Section 7: CUT KEYS QUANTITIES FOR CURRENT PO

Two (2) Cut Change Keys come standard per lock/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

[illegible]

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
<input type="checkbox"/> BITTING	<input checked="" type="checkbox"/> DO NOT DUPLICATE (DND)	STYLE <u>KB38</u>
<input checked="" type="checkbox"/> KEYSSET	<input type="checkbox"/> US GOVERNMENT DND	
<input type="checkbox"/> ALTERNATE	<input type="checkbox"/> US PROPERTY DND	
<input type="checkbox"/> NONE. BLANK	<input type="checkbox"/> EXISTING _____	
	<input type="checkbox"/> NEW _____	
<input type="checkbox"/> LESS LOGO <input type="checkbox"/> LESS KEYWAY		

Cylinders Stamping	
VKC Stamping (select one)	Location (select one)
<input type="checkbox"/> BITTING	<input type="checkbox"/> VISUAL
<input checked="" type="checkbox"/> KEYSSET	<input checked="" type="checkbox"/> CONCEALED
<input type="checkbox"/> ALTERNATE	
<input type="checkbox"/> LESS LOGO	

P.O. #* : 123456ADD

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

- ☐ Pack Keys with Product (Standard) ☐ Pack Keys Separately - see Price Book for charges

Section 10: SHIPPING INSTRUCTIONS FOR CHANGE KEYS

Name: ABS ISD LOCK SHOP Address: 100 MAIN ST

Att To: JOHN SMITH City: BERLIN State: CT Zip: 06037

Section 11: SHIPPING INSTRUCTIONS FOR ANY LEVEL MASTER KEYS
(Includes GGGM, GGM, GM, Masters, Sub Masters, Control and Emergency Keys)

Name: ABS ISD LOCK SHOP Address: 100 MAIN ST

Att To: JOHN SMITH City: BERLIN State: CT Zip: 06037

Section 12: SHIPPING INSTRUCTIONS FOR CONSTRUCTION MASTER KEYS (MK'ed or TEMPs)

Name: Address:

Att To: City: State: Zip:

Section 13: SHIPPING INSTRUCTIONS FOR KEYBLANKS

Name: Address:

Att To: City: State: Zip:

Section 14: SHIPPING INSTRUCTIONS FOR CORES

Name: Address:

Att To: City: State: Zip:

Section 15: SHIPPING INSTRUCTIONS FOR BITTING LIST

If Bitting List is required, please mark how you want to receive them and provide shipping instructions

- ☒ Include Keysets that were ordered with product on this PO (no charge)
☐ Expanded bitting list. See Price Book for additional charges (Please provide requirements):

- ☐ Excel (via EMAIL) ☒ PDF (via EMAIL) ☐ Paper (via UPS)

E-mail: JS@ABCISD.NNN Att To:

Name: Address:

Att To: City: State: Zip:

Section 16: SHIPPING INSTRUCTIONS FOR KEY WIZARD or SIMPLE K DOWNLOAD FILES

Download files are delivered via email.

If Download file is required, please mark below and provide shipping instructions

- ☐ Include Keysets that were ordered with product on this PO
☐ Expanded list (Please provide requirements):

E-mail (for download files):

Section 17: CONTACT INFORMATION FOR INDIVIDUAL COMPLETING THIS FORM

Name: JOHN SMITH

Phone: 111-222-3333

E-mail: JS@ABCISD.NNN

<u>ID</u>	<u>Quantity</u>	<u>Description</u>	<u>Part Number</u>	<u>Hand</u>	<u>Opening Size</u>
11 LO-5	7	EA Storeroom Lock	CL3557 AZD 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 Storeroom Lock	CL3557 AZD 626 CMK GMK	LHR	
Qty	HW Set	Door #	Keying	# of Keys	Each/Total Operated By
1	10	120	AC1 (CL3557)		Each
1	19	141	AC2 (CL3557)		Each
1	19	152	AC7 (CL3557)		Each
1	12	170	AE1 (CL3557)		Each
13 LO-5	8	EA Storeroom Lock	CL3557 AZD 626 CMK GMK	RH	
Qty	HW Set	Door #	Keying	# of Keys	Each/Total Operated By
1	7	111	AA6 (CL3557)		Each
1	7	121	AA11 (CL3557)		Each
1	12	124A	AA13 (CL3557)		Each
1	7.1	129	AA2 (CL3557)		Each
1	7	133	AB3 (CL3557)		Each
1	22	148	AC6 (CL3557)		Each
1	22	156	AE1 (CL3557)		Each
1	26	160A	AD3 (CL3557)		Each

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

Keypad, Door Number and Heading will be printed on labels

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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.



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