

# Key-Alike Order Form



Date \_\_\_\_\_ Order Entry # \_\_\_\_\_  
 PO# \_\_\_\_\_ Notes \_\_\_\_\_

## CUSTOMER INFORMATION

Company \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## SHIPPING INFORMATION

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**CORE KEY**  UM  LL  Knoll  SL Quantity \_\_\_\_\_

**KEYED ALIKE**

|                                 |                                 |
|---------------------------------|---------------------------------|
| _____ Sets of _____ keyed alike | _____ Sets of _____ keyed alike |
| _____ Sets of _____ keyed alike | _____ Sets of _____ keyed alike |
| _____ Sets of _____ keyed alike | _____ Sets of _____ keyed alike |
| _____ Sets of _____ keyed alike | _____ Sets of _____ keyed alike |
| _____ Sets of _____ keyed alike | _____ Sets of _____ keyed alike |

## Key-Alike Process and Charges:

- Your key-alike request can be ordered on the original purchase order or under separate cover.
- Key-alike requests are processed at no charge as long as the quantity of key/core sets match the quantity of cabinets.
- Products will be shipped with randomly assigned cores/keys. Your key-alike requests for all lock series will be shipped separately and labeled to allow for easy change-out in the field, after the product is installed.
- A core-removal key is provided at no charge with each key-alike request.
- Additional keys, cores, master keys, and core keys may be purchased separately. The cost is \$4 net per item, plus \$15 net for shipping costs.

When ordering products to be keyed-alike, include this Key Order Form with your purchase order.

## TAGGED AND LABELED KEY SETS

| Line | Type | Core Number | Quantity | Tagging Information |
|------|------|-------------|----------|---------------------|
| 1    |      |             |          |                     |
| 2    |      |             |          |                     |
| 3    |      |             |          |                     |
| 4    |      |             |          |                     |
| 5    |      |             |          |                     |
| 6    |      |             |          |                     |
| 7    |      |             |          |                     |
| 8    |      |             |          |                     |
| 9    |      |             |          |                     |
| 10   |      |             |          |                     |
| 11   |      |             |          |                     |
| 12   |      |             |          |                     |
| 13   |      |             |          |                     |
| 14   |      |             |          |                     |
| 15   |      |             |          |                     |

# Key-Alike Order Form



## TAGGED AND LABELED KEY SETS

| Line | Type | Core Number | Quantity | Tagging Information |
|------|------|-------------|----------|---------------------|
| 16   |      |             |          |                     |
| 17   |      |             |          |                     |
| 18   |      |             |          |                     |
| 19   |      |             |          |                     |
| 20   |      |             |          |                     |
| 21   |      |             |          |                     |
| 22   |      |             |          |                     |
| 23   |      |             |          |                     |
| 24   |      |             |          |                     |
| 25   |      |             |          |                     |
| 26   |      |             |          |                     |
| 27   |      |             |          |                     |
| 28   |      |             |          |                     |
| 29   |      |             |          |                     |
| 30   |      |             |          |                     |
| 31   |      |             |          |                     |
| 32   |      |             |          |                     |
| 33   |      |             |          |                     |
| 34   |      |             |          |                     |
| 35   |      |             |          |                     |
| 36   |      |             |          |                     |
| 37   |      |             |          |                     |
| 38   |      |             |          |                     |
| 39   |      |             |          |                     |
| 40   |      |             |          |                     |
| 41   |      |             |          |                     |
| 42   |      |             |          |                     |
| 43   |      |             |          |                     |
| 44   |      |             |          |                     |
| 45   |      |             |          |                     |
| 46   |      |             |          |                     |
| 47   |      |             |          |                     |
| 48   |      |             |          |                     |
| 49   |      |             |          |                     |
| 50   |      |             |          |                     |