Insert Order Date / /

API Locksmiths Key Order Information Form

Thank you for your recent order.

For API Locksmiths to supply you with the correct keys, please provide the following information

Company Name: _____

Contact Name: _____

Mobile No: _____

Purchase Order No: _____

Do you wish to collect the keys from the branch? yes no (circle your preferred option)

If **yes**, circle the Branch where you would like to collect your keys:

	Sth Melbourne (VIC)	
Milton (QLD)	Southport (QLD)	Marleston (SA)
Artarmon (NSW)	Fyshwick (ACT)	Belmont (WA)

If you would like your keys **couriered** please provide your receiving address: (PO box is not acceptable)

Delivery Address: _____

Required Key information: *If unsure of the System or code number of the key, take a photo of both sides of the key, or a key from the same system, and include it when you send in your order.*

- **1. *System Number.*** Insert Here_____

This should be stamped into the head of every restricted key.
This is your unique system registration number and appears on all keys within your system..
This can be a 3 – 7 digit combination of letters and numbers eg "C123456" or "K0428" or "333" etc.
Without it we cannot process your order.

- **2. *Key Code or Number*.** Insert Here_____

This number is also stamped into the head of you key.
The key number identifies the level of key you are requesting.
This can be a number or letter or combination of both, eg "A.1" or "4.13.2" or "MKA" or "GMK"
Without it we cannot process your order.

- **3. *Key Quantity*** Insert Here_____

Finally enter the quantity of keys required. eg 1 copy or 4 copies or 6 copies

Mandatory Requirement:

***Authorised Signature*.** Sign Here_____

Every key system has a number of authorised people who are registered with the authority to request additional keys.
Every key order MUST have an authorised signature to allow the order to be processed.
NB: *(This is not required if Promaster Key Manager Software is used for ordering via email*

Please retain this information to aid you in placing future key orders with us.

Return email apiservice@gwagroup.com.au