



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? (Collection not available for NSW and QLD Customers)

South Melbourne (VIC)

Fyshwick (ACT)

Belmont (WA)

Torrensville (SA)

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

Mandatory Requirement:

Authorised Signature: _____

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 api.masterkey@allegion.com