

# KEY ORDER FORM

## Please provide the following information

Contact Name

Date

Mobile Number

Email

## Billing Information (For Invoicing Purposes)

Company

Purchase Order

Address

Post Code

## Delivery

Please provide a delivery address (PO box is not available)

Same as billing address

Address line 1

Address line 2

Suburb

State

Post Code

## Key Information

If you're unsure of the system or code number of the key, please 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.

**System Number** - stamped into the head of every 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 E.g. "C123456" or "K0428" or "333" etc.

Number of keys required.  
E.g. 1 copy, 4 copies, 6 copies

**Key Code or Number** - stamped into the head of every key. The key number identifies the level of key you are requesting. This can be a number or letter or combination or both, E.g. "A.1" or "4.13.2" or "MKA" or "GMK"

Key

Qty

Key

Qty

Key

Qty

## Required Signature

Print Name

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)

Return email: [api.masterkey@allegion.com](mailto:api.masterkey@allegion.com)