



# MASTER KEYING FORM



ORDER NUMBER: \_\_\_\_\_  
 CUSTOMER NUMBER: \_\_\_\_\_  
 CUSTOMER: \_\_\_\_\_  
 CUSTOMER PO NUMBER: \_\_\_\_\_  
 JOB NAME: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_

SHIPPING ADDRESS:  
 Construction Keys/Cores:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Permanent Keys:  
 \_\_\_\_\_  
 \_\_\_\_\_

### 1. SYSTEM

- NEW
- EXISTING
- FALCON
- KEY FILE OR FACTORY ORDER#: \_\_\_\_\_
- BEST
- ARROW
- BITTING SHEET (attach)
- CONSTRUCTION KEYED

REQUESTED SHIP DATE: \_\_\_\_\_

### 2. SYSTEM TYPE

- CONVENTIONAL KEYED 5-PIN (STANDARD)
- CONVENTIONAL KEYED 6-PIN
- INTERCHANGEABLE CORE KEYED 6-PIN
- INTERCHANGEABLE CORE KEYED 7-PIN

### CHANGE KEYS

- PER CORE/CYLINDER
- PER KEY SYMBOL
- PER CYLINDER/CORE PER KA/KD

QUANTITY


### SPECIAL FUNCTION

- CONTROL
- MAINTENANCE
- HOUSEKEEPING
- MECHANICAL
- ENGINEERING
- JANITORIAL
- SKD
- OTHER

QUANTITY


### 3. CORES

TYPE

- 6 PIN
- 7 PIN

KEYWAY(S) SPECIFY: \_\_\_\_\_

STAMPING:

- KEYSYMBOL
- FACE
- SIDE

### 6. KEY STAMPING (VISUAL KEY CONTROL)

- KEY SET SYMBOL
- DOOR NUMBER
- BITTING NUMBER
- DO NOT DUPLICATE (STANDARD WITH INTERCHANGEABLE CORE)
- OTHER

Please note that visual key control is recommended. Otherwise, keys will be tagged with temporary identification.

### 4. KEYS

KEY SECTION(S) SPECIFY: \_\_\_\_\_

TYPE

- SCHLAGE - 5 PIN
- SCHLAGE - 6 PIN
- KWIKSET - 5 PIN
- EMBOSSED
- NON-EMBOSSED

### 7. PACKAGING

- PACK KEYS WITH LOCK
- PACK KEYS SEPARATE FROM LOCK

MARKING INSTRUCTIONS (labels, packaging, etc.):


### 5. SYSTEM LEVEL KEY QUANTITY

LEVEL	QUANTITY
<input type="radio"/> GGGMK - SCHLAGE	
<input type="radio"/> GGMK - SCHLAGE	
<input type="radio"/> GMK - SCHLAGE	
<input type="radio"/> MK - SCHLAGE	
<input type="radio"/> CONSTRUCTION MK (Lost Ball) (for conventional only)	
<input type="radio"/> CK - KWIKSET	
<input type="radio"/> MK- KWIKSET	
<input type="radio"/> OTHER	

SPECIAL SHIPPING INSTRUCTIONS:


**8. BITTING LIST**

REQUIRED  YES  NO

SHIP TO ADDRESS:

**9. FUTURE EXPANSION (List future MK symbols, approximate number of change key symbols)**

**10. CONTACT PERSON**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

IS A SIGNATURE REQUIRED TO FUTURE KEYING?  YES  NO

**11. ADDITIONAL INFORMATION (Specialized Keyset Lettering, System Expansion Notes, Cross Keying, Remarks, etc.)**

Please note that this document will become part of the keying files for the project. It is the end user or owner's responsibility to notify Cal-Royal Product's, Inc. if there are any changes on the Master Keying Form requirements

