

Dear Valued DORMA Customer,



Please include this **KEY SYSTEM SPECIFICATION FORM** with your purchase order and keying schedule.

Thank you.

Fax to 800-274-9724 or,
email to masterkey@dorma-usa.com

YOUR ORDER CANNOT BE ENTERED OR MANUFACTURED WITHOUT THIS INFORMATION

General Information

A. DORMA Dealer _____ PO Number _____

B. Contact Person _____ Date _____

C. Contact Phone _____

D. Contact Email _____
(to send edited keying schedule or other documents for review)

E. Name of DORMA Rep _____

F. Is this a new or existing key system? ___ new ___ existing

G. If existing, what is the Registry number or prior DORMA order number? _____

H. Project Name and Complete Address with Zip Code

H. What type of project is this? _____

(Airport, apartment, condo, condo complex, hospital, nursing home, office building, office park,
private school, school district, college, university, retail, industrial, manufacturing, government, milit ary, etc.)

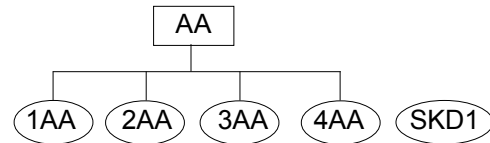
System Architecture and Expansion - PLEASE SELECT ONLY ONE.

___ **1 Level of Keying - Not Master Keyed**



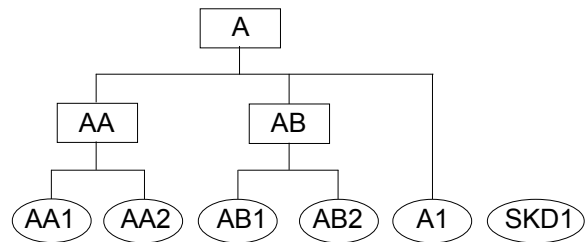
- A. How many changes will be required? _____
- B. Does the attached order constitute the completed project ___ or just a portion? ___
- C. What is the approximate number of locked openings on the completed project? _____

___ **2 Levels of Keying - Master Key System**



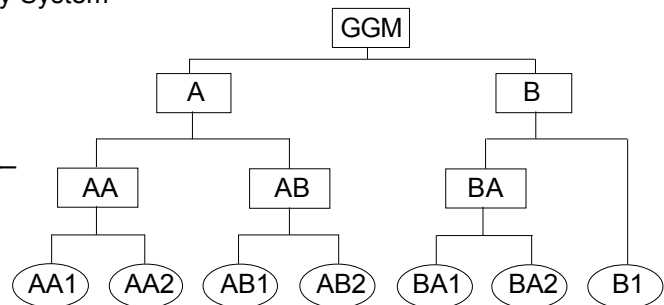
- A. How many changes will be required? _____
- B. Does the attached order constitute the completed project ___ or just a portion? ___
- C. What is the approximate number of locked openings on the completed project? _____

___ **3 Levels of Keying - Grand Master Key System**



- A. How many separate masters will be required under the grand master? _____
- B. What is the maximum number of changes required under any given master? _____
- C. Does the attached order constitute the completed project ___ or just a portion? ___
- D. What is the approximate number of locked openings on the completed project? _____

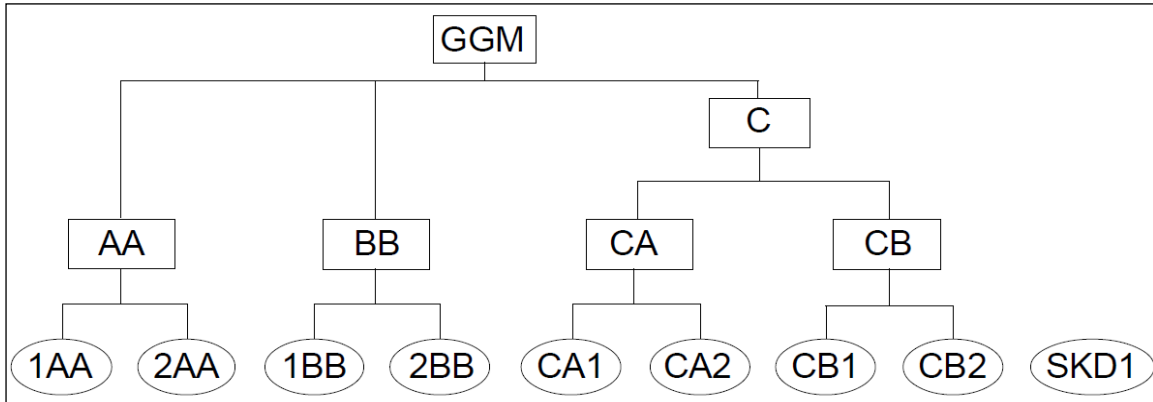
___ **4 Levels of Keying - Great Grand Master Key System**



- A. How many separate grand masters will be required under the great grand? _____
- B. What is the maximum number of masters required under any given grand master? _____
- C. What is the maximum number of changes required under any given master? _____
- D. Does the attached order constitute the complete project ___ or just a portion? ___
- E. What is the approximate number of locked openings on the completed project? _____

None of the above describe this system - Asymmetrical

Please attach schematic or consult DORMA Key Records Department at 800-523-8483.



Keyway

- A. SC Conventional Cylinders BA 7-pin Small Format IC
- Other (specify) _____ D100 7-pin DORMA SKC **-Complete B below**

B. For DORMA SKC only

- Existing project -Please furnish project/site number. _____
- New SKC project

This project will be maintained by DORMA CKC New Commercial Key Cutter

Name of existing DORMA Commercial Key Cutter who will maintain this project

CKC Phone/email _____

- New Commercial Key Cutter Agreement attached
- End User has in-house locksmith and lockshop and wants to be a DORMA Institutional Key Cutter.
- New Institutional Key Cutter Agreement attached

Name of End User Locksmith _____

End User Lockshop Phone _____

Special Keying Required

- Cross keying - Please furnish complete specifications using BHMA keying symbols.
- Construction master keying - Causes a loss of 75% of combinations.
Temporary cores or cylinders are highly recommended for larger systems.
- Selective master keys (eg: JAN, HKP) *Each selective causes a loss of 25% of combinations.*
- Temporary cores or cylinders Independent key systems on the same project or site
- SKD combinations *under system control* SKD combinations *under a separate control*
- Emergency keyed locksets SKD combinations *each with a unique control*

Cylinder and Key Marking

Cylinders

- Ink in concealed place (default)
- Stamp (engrave) see pricebook for charges, characters, warranty, etc.
- Serial number only on SKC keys

Keys

- Key symbol (default)
- DND US Property
- Special - please attach specifics.

Key Quantities	Per key symbol	Key Packaging
Control Keys	_____	___ Pack CK's separately (default)
GGGMK's	_____	___ Pack CK's in cylinder boxes
GMK's	_____	* All Master keys, Controls, etc., are always packed separately.
Master Keys	_____	Send bitting list if required to:
Change Keys	_____	_____ Per lock _____
Construction MK's	_____	_____
Selective MK's	_____	_____
Emergency MK's	_____	_____
		or via email: _____

Shipping

All locks and keys will be shipped to DORMA Dealer unless otherwise specified below.

NOTE: SKC key blanks may be shipped only to Authorized DORMA Key Cutters under contract, and only to the address on www.keyauthorization.com.

<p>Ship Change Keys to:</p> <p>_____</p> <p>Attn: _____</p> <p>_____</p> <p>_____</p>	<p>Ship Keyed Locksets to:</p> <p>_____</p> <p>Attn: _____</p> <p>_____</p> <p>_____</p>
<p>Ship Master Keys/Emergency Keys to:</p> <p>_____</p> <p>Attn: _____</p> <p>_____</p> <p>_____</p>	<p>Ship Control Keys to:</p> <p>_____</p> <p>Attn: _____</p> <p>_____</p> <p>_____</p>
<p>For Temporary Core/Cylinder Projects</p> <p>Ship Construction Master Keys to:</p> <p>_____</p> <p>Attn: _____</p> <p>_____</p> <p>_____</p>	<p>Ship Permanent Cores/Cylinders to:</p> <p>_____</p> <p>Attn: _____</p> <p>_____</p> <p>_____</p>