



Master Keying Form

Please fill out this form and either (1) 'Print (Ctrl+P) and fax' to 800-782-0149 with your Purchase order or (2) Click 'Save As' and save as Master Key Form - your company name to any location you wish--then email to masterkey@hagerco.com & orders@hagerco.com with the document and your Purchase Order as an attachment.

Hager order number: _____
Account number: _____
Customer: _____
PO number: _____
Job name: _____
Location: _____

Ship Lock to:

1. System

- New Existing

Requested ship date: _____

If existing, please attach biting sheet and complete following field:

Original Hager order number: _____

2a. System type

- Conventional keyed 5-pin
- Conventional keyed 6-pin (Standard)
- Conventional keyed 7-pin (H1, H2, H3 Only)
- Interchangeable core keyed 6-pin (Best Keyway)
- Interchangeable core keyed 7-pin (Best or Hager Keyway)

* Hager Keyway available in 7-pin only (Conventional & Interchangeable Core)

2b. Keyways

- Arrow AR1 Corbin 60 Corbin 67
- Corbin 77 Corbin/RW L4 Hager H1
- Kwikset KW1 Weiser E Hager H2
- Sargent LA Schlage C (Standard) Hager H3
- Yale E1R Schlage E Russwin D1
- Yale GA Schlage F
- Best (Specify Keyway) _____

Change keys

- Per core/cylinder (2ea per lock are included)
- Per key symbol

Quantity

Special function

- Control
- Maintenance
- Housekeeping
- Mechanical
- Engineering
- Janitorial
- SKD
- Other

Quantity

4a. Key stamping (Visual Key Control)

- None
- Key set symbol (Standard)
- Door number
- Bitting number
- Do not duplicate (Standard with Hager & Best Keyways)
- Other _____

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

3. System level AND key quantity

Level	Quantity (Each)
<input type="radio"/> GGGMK	
<input type="radio"/> GGMK	
<input type="radio"/> GMK	
<input type="radio"/> MK	
<input type="radio"/> Construction MK (Lost Ball) (Sch/Hag Conv. Only)	
<input type="radio"/> Other	

4b. Cylinder Stamping (Concealed Key Control) - Additional Charges Apply

- None (Standard)
- Concealed
- Visual
- KSS (Key Set Symbol)
- DN (Door Number)
- Other

5. Packing

- CMK - All Keys Ship Seperate

- MK/CNTR - Ship Seperate

- Pack change keys with lock/ cores
- Pack change keys separate from lock/ cores

Ship To: (keys separate)

6. 3998 bitting list

- Yes
- No

Bitting lists are sent digitally / E-mail to:

7. Future expansion (list future MK symbols, approximate number of change key symbols)

8. Contact Information for questions:

Name _____

Title: _____

Phone: _____

Email: _____

Signature: _____

Is a signature required for future keying? Yes No

If yes:

Please note that this document will become part of the permanent keying files for this project. If the requirements for this master keying form change, it is the responsibility of the end user/owner to notify their local factory representative or Hager Companies.

9. Additional information/ Special Instructions

Total quantity

Product

Stock number

Finish

Quantity

Door #

Keypad

Hardware set

Operated by

Remarks

