



KEY SYSTEM SPECIFICATION FORM

Dear Valued DORMA Customer,

Please include this **Key System Specification Form** with your purchase order and keying schedule.

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

Thank you.

General Information

YOUR ORDER CANNOT BE ENTERED OR MANUFACTURED WITHOUT THIS 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 with DORMA? new existing with DORMA

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

H. Project name and complete address with zip code:

I. What type of project is this? _____

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

System Architecture and Expansion – Please Select Only One

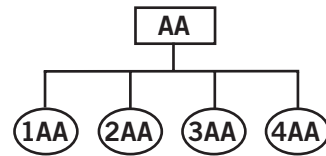
One Level of Keying – Not Master Keyed

- 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? _____



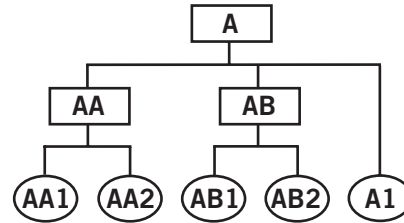
Two Levels of Keying – Master Key System

- 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 a completed project? _____



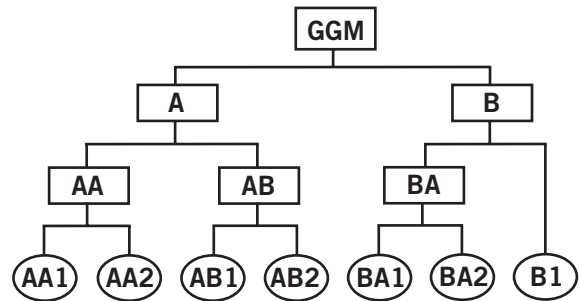
Three Levels of Keying – Grand Master Key System

- 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? _____



Four 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 completed project or just a portion?
- E. What is the approximate number of locked openings on the completed project? _____





A. Keyway

- SC Conventional Cylinders
- SC Large Format IC
- Other (Specify) _____
- BA 7-pin Small Format IC
- D100 7-pin Small Format IC DORMA SKC
– **Complete B Below**
- D100 7-pin Conventional SKC
– **Complete B Below**

B. For DORMA SKC Keyway Only (D100–D600)

- 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 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 (JAN, HKP, etc.)
- Each selective causes a loss of 25 % of combinations.***
- SKD combinations *under system control*
- SKD combinations *under a separate control*

Cylinders and Key Marking

Cylinders

- Ink in concealed place (default)
- Stamp (engrave) see price list for charges, characters, warranty, etc.

Keys

- Key Symbol (default)
- DND
- US Property
- Special – Please attach with specifics



Key Quantities	Per Key Symbol	Per Lock	Key Packaging
Control Keys	_____		<input type="checkbox"/> Pack CKs separately (default)
GGGMKs	_____		<input type="checkbox"/> Pack CKs in cylinder boxes
GGMKs	_____		*All Master Keys and Controls are always packed separately and sent Signature Required.
GMKs	_____		
Master Keys	_____		Send bitting list if required to:
Change Keys	_____		_____
Construction MKs	_____	_____	_____
Selective MKs	_____		_____
Emergency MKs	_____		_____

			or via _____
			e-mail: _____

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, 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>