

RESTRICTED SYSTEM - KEY ORDER FORM No: SK.102

BARRENJOEY SECURITY GROUP Pty Ltd ABN: 98 002 752 105

Incorporating: Barrenjoey Locksmiths and Alarms Tel: 02 9938 6600 Fax: 02 9905 0229
533 Pittwater Road Brookvale NSW 2100 Australia

Additional forms can be downloaded from our web site www.barrenjoey.com.au

Please retain this blank form in your Security File as your Master Copy, to copy additional forms from
All signatories should ensure each order is recorded in your key issue register or notified to your Security Manager to ensure all receipts and issues are recorded.

To expedite the processing of this order for prompt dispatch or collection please **Fax to: 02 9905 0229**
or email to: keys@barrenjoey.com.au a minimum of **3 hours** prior to the intended collection time. Manly and Mona Vale collection orders would normally be available after 9am the following day. All urgent orders should be backed-up with a phone call to our Special Keying Department at 02 9938 6600 to discuss the order urgency and time required.

Please speak with our Special Keying staff about our software program **“Key Manager”** that may be suitable for your system. It will streamline your orders and provide a mirror image copy of our records of your Locks, Doors and Keys.

I, (print name) Tel No: Mob:
of, (company) Account No:.....
at, (address)
Fax: Email:

1/ Request for the following **keys** to be supplied for our **System No:**

At.....

QTY	KEY TITLE	KEY PREFIX	INDIVIDUAL KEY NUMBERS

When ready the keys to be 1/ Collected by: Tel:

At BROOKVALE MANLY MONA VALE - SHOP
Or 2/ Hand deliver* Courier deliver ASAP* Post (registered mail) to the above address.*

Please ring me to: discuss/confirm order details or when ready for collection.

Order Number: By: (system signatory) Date:

Shop Use Only: * Please confirm any special instructions per phone to Special Keying

Signatory checked by: Date: COD 7 Day A/C.

Order Processed By: Date: Time: Invoice No: