



# KEY ORDER FORM

## Company Details

Company Name:						
Address:						
	Suburb:		State:		Post Code:	
Email:			Contact Number:			

## Key Order

Property Address:						
	Suburb:		State:		Post Code:	
System Number: <i>(On key)</i>	LCO_____					
Code Number: <i>(MK/A/B/CH)</i>		Key Colour:		Order QTY:		
Code Number: <i>(MK/A/B/CH)</i>		Key Colour:		Order QTY:		
Code Number: <i>(MK/A/B/CH)</i>		Key Colour:		Order QTY:		

If possible, provide photos of keys required with form.

## Collection/Payment

Pick Up – Registered signatory:		Delivery <i>(Service call of \$80.00 to be charged):</i>	
Pick Up - Unregistered person/s <i>(Letter from registered signatory and ID required for collection):</i>		Delivery via post <i>(\$19.50 postage):</i>	
Account:	<i>(Invoice will be sent to provided email. Payment to be made before order can be processed.)</i>		
In shop:	<i>(Cash/Card)</i>		

Registered Signatory Name:			
Signature:			

Please send all completed forms to [assist@lockcorp.com.au](mailto:assist@lockcorp.com.au)  
Incomplete forms will result in a delay in processing.



## KEY ORDER FORM

### LETTER OF AUTHORISATION

I (*registered signatory*) \_\_\_\_\_ authorise,  
 (*unregistered person/s*) \_\_\_\_\_ to collect this order on  
 my behalf.

Proof of identity they will provide for collection will be (please select one):

- Victorian Driver's License  
 Passport  
 Other \_\_\_\_\_

Registered Signatory Name:	
Signature:	
Unregistered Person/s Name:	
Signature:	