

Restricted System Information Sheet

Thank you for choosing KGB Security Locksmiths to supply and service your restricted locking system.

We would like to take this opportunity to bring to your attention a few simple suggestions that will assist you to maintain your MK system integrity and trouble free maintenance.

Should you require additional keys we prefer that you fax or email the attached "RESTRICTED KEY ORDER FORM". The reason we require the order in this format is that it is not as simple as just "cutting" the key, the signature we hold on record **must** be retrieved and verified, the key blank stamped, computer records updated and finally the key cut. This process turnover is a minimum of 24-48 hours. However if you do require the key urgently for same day pick up service available although additional charges do apply.

When you do fax or email the order, don't forget to include the **SYSTEM number**, this is the number on the key that begins with one or two letters and ends in a series of number (e.g K123) your key will also have its own (**RANK**) identifying code which can be located under the system number on the head of any restricted key. - These are usually letters i.e., MK, SK1, F1, etc. Also the request **must** be signed by an authorised signatory that we have on file, otherwise the key order **cannot** be processed

You may also see the key has another number stamped on the key (usually on the bottom part of the head) - this is the key issue number or GENERATION NUMBER. This allows you to keep track of who has keys by assigning a particular key to a nominated "key holder".

If you have a number of signatories who are able to order keys don't forget that if they leave your employment, it is **your responsibility** to advise us that they are no longer authorised to order keys, you can request a SIGNATURE AUTHORITY FORM" from our office to complete this process.

By signing the restricted key order form you have agreed to the terms and conditions stated above.

If you have any enquiries, please do not hesitate to call the keying department on the details provide below.

REGARDS,

KGB SECURITY MANAGMENT

EMAIL clerk@kgbsecurity.com.au

FAX: (07)3255 6050

PHONE: 1300 542 732 or (07) 3276 4444

