

If ordering on Lowes.com, please complete this section

Customer name:

Customer phone:

Customer email:

Shipping address:

Shipping city, state, ZIP:

Please choose one of the two submission options listed at the bottom to complete your special keying order**

Date of order	
Customer order	
number	

If ordered in store - store associate to complete this section

Store associate name

Purchase order number

Contact phone

Store number (if applicable)

Contact email

PLEASE CALL SCHLAGE CUSTOMER CARE AT 317-318-0926 WITH ANY QUESTIONS RELATED TO THIS FORM OR FOR ANY OTHER CONFIGURATION OPTIONS.

INSTRUCTIONS AND DEFINITIONS FOR COMPLETING THIS FORM

Line no:

Please number each line in sequential order (i.e. 1, 2, 3, 4, etc.) for each item being ordered

Lowes Item Number:

This is the product number you see on the Lowes.com website

Description and/or comments:

Include any specific instructions or comments specific to this line item

Qty:

Use this to input the total number of units ordered of this line item

Keyed different:

Use this option if you want all the items on this line to be keyed different (i.e. each lock will have a unique key)

Keyed alike:

Use this option if you want all the items on this line to be keyed with the same key combination (i.e. all locks will use the same key)

Keyed to specific:

Use this option if you have an existing five digit key combination (code) you want all locks on this line to be keyed to match

Keyed alike with other line items:

Check this box for each line number you want to be keyed with the same key combination

Example: If you have a deadbolt on Line No. 1 and an electronic lock on Line No. 2 and want to use the same key for both, select this box for both lines.





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LINE #	LOWE'S ITEM NUMBER	DESCRIPTION AND/OR COMMENTS	QTY	KEYED DIFFERENT Default if all remain blank	KEYED ALIKE All quantity on this line	KEYED TO SPECIFIC Provide 5 digital code	KEYED ALIKE WITH OTHER LINE ITEMS Select all lines to be keyed alike

Comments:

After completing ALL shipping and order information, please use one of the following options to submit your customization form:

OPTION 1: **YOU MUST SAVE THE FILE TO YOUR COMPUTER (USE THE SHIPPING ADDRESS IN THE FILE NAME) AND OPEN WITH ADOBE ACROBAT READER** Complete the form and click the "submit" button and follow the prompts. Your message will be automatically sent to Schlage for order processing. You will receive a confirmation email after successful submission via OPTION 1.

OPTION 2: If you use a web browser to send and receive email or if you are unsure, you may save the completed PDF file (USE THE SHIPPING ADDRESS IN THE FILE NAME) to your computer and email it directly to schlagecustomkeying@Allegion.com.

If you do not receive the email (OPTION 1 Only) or are having difficulty, please call Schlage customer service at 317-318-0926.

