

Master Keying Form

Hager order number: _____
 Account number: _____
 Customer: _____
 Customer PO number: _____
 Job name: _____
 Location: _____

Ship to:

1. System

☐ New ☐ Existing

If existing, please attach biting sheet and complete following field:

Original Hager order number: _____

2. System type

- ☐ Conventional keyed 5-pin (standard)
- ☐ Conventional keyed 6-pin
- ☐ Small Format Interchangeable core keyed 6-pin
- ☐ Small Format Interchangeable core keyed 7-pin

Requested ship date: _____

4. Key stamping (visual key control)

- ☐ Key set symbol
- ☐ Door number
- ☐ Bitting number
- ☐ Do not duplicate (standard with interchangeable core)
- ☐ Other

Please note that visual key control is recommended, otherwise, keys will be tagged with temporary identification.

3. System level and key quantity

Level

- ☐ GGGMK
- ☐ GGMK
- ☐ GMK
- ☐ MK
- ☐ Construction MK (Lost Ball) (for conventional only)
- ☐ Other

Quantity

Change keys

- ☐ Per core/cylinder
- ☐ Per key symbol
- ☐ Per cylinder/core per KA/KD

Quantity

Special function

- ☐ Control
- ☐ Maintenance
- ☐ Housekeeping
- ☐ Mechanical
- ☐ Engineering
- ☐ Janitorial
- ☐ SKD
- ☐ Other

Quantity

5. Packing

- ☐ Pack keys with lock
- ☐ Pack keys separate from lock

Marking instructions (labels, packaging, etc.):

Special shipping instructions:

6. 3998 biting list - no charge if specified with original order

☐ Yes ☐ No

Ship to:



7. Future expansion (list future MK symbols, approximate number of change key symbols)

8. Contact

Name _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Signature: _____

Is a signature required for future keying? ☐ Yes ☐ No

Please note that this document will become part of the permanent keying files for this project. If the requirements for this master keying form change, it is the responsibility of the end user/owner to notify their local factory representative or Hager Companies.

9. Additional information

Note: If forms are not completely filled out, it will delay shipment of order.

