

KGB SECURITY LOCKSMITHS Pty Ltd
Signature Registration Form 2.1

FOR SIGNATURE VERIFICATION, SYSTEM ALTERATION, KEY CUTTING.
AND ALL OTHER REQUESTS CALL ROCKLEA BRANCH ON 07 32764444 OR
FAX 07 32556050 & allow 24 HOURS FOR PROCESSING,
742 BEAUDESERT ROAD, ROCKLEA PH 07 32764444 FAX 07 32556050

SYSTEM NUMBER: SYSTEM ACTIVE ON/...../.....

I the undersigned accept that "Intellectual" property pertaining to the "System Number" installed by KGB security Locksmiths and listed above at all times remains the property of KGB Security Locksmiths Pty Ltd. E.g. Key Codes, Keying Charts, Computer Records, Pinning Sheets, Door Schedules etc. (All these "Intellectual" items are copyrighted) I also understand keys to said system will only be supplied upon receipt of written request signed with one of the following signatures.

COMPANY / NAME.....
ADDRESS.....
.....Phone.....

Persons authorized to order additional keys and make changes to this Keying System. (Please print and sign in the spaces below)

NAME: POSITION:

SIGNATURE

NAME: POSITION:

SIGNATURE

NAME: POSITION:

SIGNATURE

When ordering additional keys we require the following information:

SYSTEM NUMBER: i.e. B256, A542, G456 (see stamping on head of the key)

RANK (or TYPE OF KEY): i.e. GMK, B1, L3, AD4 (see head of the key)

QUANTITY REQUIREMENTS: i.e. 12 x GMK, 2 x B1

PAYMENT: cash, cheque, credit card, bank transfer or Account (min invoice value \$50)

METHOD OF DELIVERY: i.e. Courier or Pick up (from Taringa or Rocklea)
(Courier company we use is Couriers Pleas Pty Ltd an additional fee will apply)

NOTE: Please be aware it is YOUR responsibility to advise KGB Security in writing should one or more of the signatories listed below become invalid. KGB Security Locksmiths will not be held liable for any loss incurred as a result of issuing keys against a invalid signatory. Key delivery other than PICK UP will incur a packing and courier fee. Also please ensure suitable photo Id is available when keys are picked up along with a copy of the key request.

Please fax all key orders to **07 32556050** & allow 24 HOURS for processing the signature verification, system alteration and key cutting.

FOR EMERGENCY KEYS ORDER REQUESTS PH 07 3276 4444

Restricted System Information Sheet

Thank you for choosing KGB Security Locksmiths to supply 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 system integrity.

Should you require additional keys we prefer that you fax us a signed order on a letter head complete with delivery instructions. 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 takes time, and if the workshop is busy we may not be able to do it for you immediately. It is easier for you to just fax us the order and we will send the keys to you as per your instructions. Alternatively we will call you and advise when they are ready to be picked up. For urgent orders we can have one of our vans deliver the keys directly to you (additional charges do apply).

When you do fax us, remember to include the SYSTEM NUMBER, this is the number on the key that begins with A, B, or K etc, your key may also have its own (RANK) identifying code - These are usually letters i.e., MK, SK1, F1, etc. (if you only have one key on your system it may only have the system number), also the request must be signed by an authorised signatory, otherwise the keys will not be issued.

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 remember that if they leave your employment, it is your responsibility to advise us that they are no longer authorised to order keys, you can do this via fax, on company letterhead and it must be signed by an existing signatory.

Please return the signature sheet to us once you have the nominated signatory or signatories sign it then the system will be operational (additional keys will not be issued until the signature sheet has been returned to us).

If you have any enquiries, please do not hesitate to call me on (07) 32764444.