



# Master Keying Form

Hager order number: \_\_\_\_\_  
 Account number: \_\_\_\_\_  
 Customer: \_\_\_\_\_  
 Customer PO number: \_\_\_\_\_  
 Job name: \_\_\_\_\_  
 Location: \_\_\_\_\_

Please fill out this form and either (1) click 'Print Form' and fax to 800-782-0149 or (2) Click 'Save As' and save as Master Key Form - your company name to any location you wish--then email to [masterkey@hagerco.com](mailto:masterkey@hagerco.com) with the document as an attachment.

Ship Lock to:

1. System

- New                       Existing

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

Original Hager order number: \_\_\_\_\_

2a. System type

- Conventional keyed 5-pin  
 Conventional keyed 6-pin  
 Conventional keyed 7-pin (H1, H2, H3 Only)  
 Interchangeable core keyed 6- pin    A2     A4   
 Interchangeable core keyed 7-pin    A2     A4

\* Hager Keyway available in 7-pin only (Conventional & Interchangeable Core)

2b. Keyways

- |                                   |   |                                  |
|-----------------------------------|---|----------------------------------|
| <input type="radio"/> Arrow AR1   | <input type="radio"/> Corbin 60                   | <input type="radio"/> Corbin 67  |
| <input type="radio"/> Corbin 77   | <input type="radio"/> Corbin/RW L4                | <input type="radio"/> Hager H1   |
| <input type="radio"/> Kwikset KW1 | <input type="radio"/> Weiser E                    | <input type="radio"/> Hager H2   |
| <input type="radio"/> Sargent LA  | <input type="radio"/> Schlage C                   | <input type="radio"/> Hager H3   |
| <input type="radio"/> Yale E1R    | <input type="radio"/> Schlage E                   | <input type="radio"/> Russwin D1 |
|                                   | <input type="radio"/> Yale GA                     | <input type="radio"/> Schlage F  |
|                                   | <input type="radio"/> Best (Specify Keyway) _____ |                                  |

3. System level AND key quantity

Level	Quantity
<input type="radio"/> GGGMK	<input type="text"/>
<input type="radio"/> GGMK	<input type="text"/>
<input type="radio"/> GMK	<input type="text"/>
<input type="radio"/> MK	<input type="text"/>
<input type="radio"/> Construction MK (Lost Ball) (Sch/Hag Conv. Only)	<input type="text"/>
<input type="radio"/> Other	<input type="text"/>

Requested ship date: \_\_\_\_\_

Change keys

- Per core/cylinder  
 Per key symbol

Quantity


Special function

- Control  
 Maintenance  
 Housekeeping  
 Mechanical  
 Engineering  
 Janitorial  
 SKD  
 Other

Quantity


4a. Key stamping (visual key control)

- None  
 Key set symbol  
 Door number  
 Bitting number  
 Do not duplicate (standard with interchangeable core & Hager Keyways)  
 Other \_\_\_\_\_

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

4b. Cylinder Control

- |                                 |  |
|---------------------------------|--|
| <input type="radio"/> None      | <input type="radio"/> KSS (Key Set Symbol) |
| <input type="radio"/> Concealed | <input type="radio"/> DN (Door Number)     |
| <input type="radio"/> Visual    | <input type="radio"/> Other                |

5. Packing

- Pack keys with lock/ cores
- Pack keys separate from lock/ cores

Ship To: (keys separate)

Marking instructions (labels, packaging, etc.):

6. 3998 bitting list

- Yes  No

Ship to/ E-mail to:

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

8. Contact Information for questions:

Name \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Is a signature required for future keying?  Yes  No

If yes:

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/ Special Instructions





Total quantity

Product

Stock number

Finish

Quantity

Door #

Keypad

Hardware set

Operated by

Remarks

