



#1 Letter is on end-user letterhead.

Schlage Lock Company  
3899 Hancock Expressway  
Security, CO 80911

12/6/2013

#2 The letter is dated within the last six months

To whom it may concern:

I authorize [**company name**] to purchase and receive [**1234 numbered or ABCD quad**]  
keyway Schlage restricted products.

#3 The letter  
states the keyway

Ship these products to:

Schlage Lock Company  
3899 Hancock Expressway  
Security, CO 80911

#4 The letter states where we can  
ship the restricted products to.

#5 The letter contains a hand-written  
signature from the end user.

[Title]

(###) ###-####

**None of the above items are modified or hand written in (except signature).**

### Quad, Numbered ("Paracentric") and Reverse Keyway Family Policy

A letter of authorization from the end-user is required for all orders for restricted keyway plugs, 0-bitted and 1-bitted products and all key blanks. Restricted keyway products are not available keyed random. The letter of authorization must include:

1. Typed on end user's letter head.
2. Dated within six months (if this is an ongoing project end user may give an end date, for example 'valid until June 2014', but valid until further notice is not acceptable).
3. Restricted keyway must be stated on LOA
4. Must specify where to ship the restricted product. Schlage will use the following to determine where to ship in order of precedence
  1. End user may specifically state the "Ship to address is: \_\_\_\_\_")
  2. End user may state "[ company's name ] is allowed to purchase & receive" and material will ship to address specified by purchaser
  3. PO can request to ship to the address on the end-users letterhead if the previous conditions do not exist.
  4. In absence of the above, the letter of authorization will not be accepted
5. Signed by the end user (signature is the only part hand written).