

KEY ORDER FORM

Wynns Locksmiths

Steps 1 to 4 must be completed prior to emailing to:

kf@urdocm.com.au

Clear Form

STEP 1 LOT & OWNER DETAILS (MUST COMPLETE)

Building address _____ Lot _____ Unit _____
(If different)

Owner Name(s) _____

Owner Email _____ Mobile _____

STEP 2 APPLICANT DETAILS

☐

OWNER

(If you are a new Owner, please attach a copy of the **Notice of Acquisition**)

☐

AGENT (COMPANY NAME)

(If you are an Agent, please attach a copy of the **Managing Authority** and **Signed Lease Agreement**)

Agent Name _____ Phone _____

Agent Email _____ Mobile _____

STEP 3 APPLICANT TO SIGN

Signature _____ Date ____ / ____ / ____

STEP 4 COMPLETE ORDER

Wynns Locksmiths may only create the number of keys that the Applicant indicates here and is approved by the Authorised Signatory (Owners Corporation Manager).

Number of keys _____

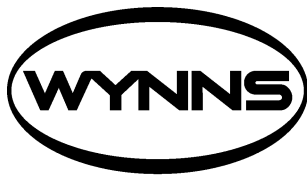
Email this Order Form to the Owners Corporation Manager (kf@urdocm.com.au) **together with the forms required above** and they will authorise the form by signing below.

You must then complete page 2 and send directly to Wynns Locksmiths.

STEP 5 AUTHORISED SIGNATORY (SIGNED BY OC MANAGER)

Signature _____ Date ____ / ____ / ____

Name _____



KEY ORDER FORM

WYNNS LOCKSMITHS - ABN: 87 1423 175 98

110 Bell Street Preston, VIC 3072

Ph: 03 9495 1122

Fax: 03 9495 1133

www.wynnslocksmiths.com.au

*** REQUIRED - ORDERS WITHOUT SYSTEM NUMBER OR CODE NUMBER WILL NOT BE PROCESSED**

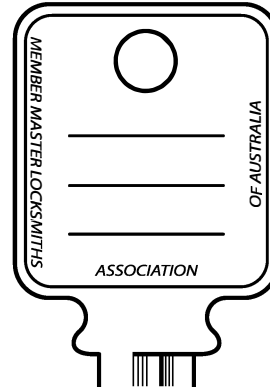
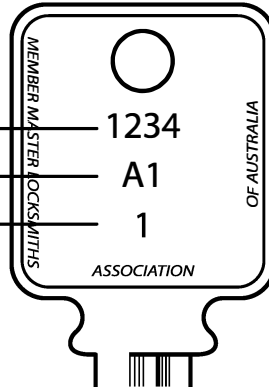
Once you have been given authority, please use the below form to order your key.
Please include system number and key number to avoid delays in processing your order.

Sample Key

* System Number: 1234

* Code Number: A1

Issue Number: 1



COMPLETE ALL THE BELOW DETAILS, INCOMPLETE ORDERS WILL NOT BE PROCESSED

Please return form via email to: keys@wynnslocksmiths.com.au

Client name: _____

Client signature: _____ Date: _____

Qty: _____ Cost: \$24.20 \$ 0.00

☐ Delivery (\$19.80 - please complete all delivery details below) \$ 19.80

☐ No Delivery (Pick up from Wynns Locksmiths - 110 Bell St Preston 3072)

☐ Calculate with delivery: \$ 19.80

Card number:

Expiry Date: / CCV: Visa ☐ MasterCard ☐

DELIVERY DETAILS - ORDERS WITH INCOMPLETE DELIVERY DETAILS WILL NOT BE SHIPPED

Client name: _____

Apartment / Street number: _____ Street: _____

Suburb / Town: _____

State: _____ Postcode: _____

Phone number: _____ Email: _____

RESTRICTED KEY COLLECTION FROM WYNNS LOCKSMITHS DOES REQUIRE IDENTIFICATION