



## KEY ORDER FORM

To: InstaKey Customer Service

From: \_\_\_\_\_

Date: \_\_\_\_\_

Subject: New Key Request

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Location/Door(s) where access is required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of New Key Holder: \_\_\_\_\_  
(Please Print)

By acceptance of the above key(s), I assume full responsibility for the keeping and safeguarding of these key(s). If my key(s) is lost or stolen, I must report the incident to *management* **IMMEDIATELY**.

Signature of New Key Holder: \_\_\_\_\_

Date: \_\_\_\_\_

Manager's Name: \_\_\_\_\_  
(Please Print)

Manager's Signature: \_\_\_\_\_

Manager's Contact Number: \_\_\_\_\_

**Making key  
management  
simple.**

Fax to InstaKey Lock Corporation @ 303-761-6359.