

Sample Letter of Authorization FORMS & EXAMPLES • For All Restricted Key Products



DISTRICT 10

*End User
Letterhead -
REQUIRED*

District 10 Schools
555 Main Street
End User City, State 55555
(555) 555-5555

May 1, 2003

Date - REQUIRED

To: Block Iron & Supply
1016 Witzel Ave
Oshkosh, WI 54901

*Dealer Name -
RECOMMENDED*

*Include Registry
Number &
Facility Code
(stamped on keys)
for existing key
systems*

RE: District 10, Jones Elementary School

Facility Name - REQUIRED

Please consider this authorization to ship product for the above-referenced project.

Jones Elementary School is to be keyed using a new ? Restricted Key System. For security reasons, we would like to have all keys for this facility shipped to a location other than the job site. Master keyed products, however, can be shipped directly to the site. This letter authorizes ? to ship our restricted products to the following addresses:

Master Keyed Products, Construction Keys, Locks Less
Cylinders, and Locks with Construction Cores

Attn: Building Project Manager
District 10 Schools
555 Main Street
End User City, State 55555

Master Keys, Change Keys, Control Keys, and Key Blanks

Attn: Locksmith
District 10 Lockshop
1201 Fifth Avenue
End User City, State 55555

*Authorized Ship-
To Addresses -
REQUIRED*

These two addresses above serve as our only authorized shipment addresses for all orders placed for our facility. We understand that this letter will be kept on file and referenced for our future orders and that a new letter is only required to add, remove, or change authorized shipping locations.

Sincerely,

End User Representative
Facilities Manager

*End User
Representative
Signature -
REQUIRED*