



DISTRICT 10

End User Letterhead - REQUIRED

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

May 1, 2024

Date - REQUIRED

To: Falcon Dealer
100 East Avenue
Dealer City, State 11111

Dealer Name - RECOMMENDED

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 Falcon 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 Falcon 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

United States

Letter may be mailed or faxed to Falcon
Falcon Restricted Order Processing
3899 Hancock Expressway
Security, CO 80911
Fax: (888) 840-7735

Canada

Letter may be mailed or faxed to Falcon
Falcon Restricted Order Processing
1076 Lakeshore Road East
Mississauga, Ontario L5E 1E4
Fax: 1-800-209-4734

LOCKS

EXIT DEVICES

DOOR CLOSERS

ELECTRONICS

MERCHANDISING AIDS

FORMS