



PRIMUS AND EVEREST 29 PRIMUS ORDERING CHECKLIST

TO FACILITATE ORDER ENTRY FOR KEYS, CYLINDERS, AND CARDS

IMPORTANT NOTES

To expedite processing of all Primus orders, it is highly recommended that Primus products be ordered separately

For Level One Plus and 7, All Cylinder Orders Will Be Supplied LESS KEYBLANKS Unless Otherwise Specified

For All Other Levels, All Cylinder Orders Will Be Supplied WITH KEYBLANKS Unless Otherwise Specified

PRIMUS	EVEREST 29 PRIMUS
<p><u>FOR LEVEL ONE</u></p> <ul style="list-style-type: none"> ✓ The Distributor's Primus number MUST be provided ✓ The Sequence number MUST be provided <p><u>FOR LEVEL ONE PLUS</u></p> <ul style="list-style-type: none"> ✓ The Distributor's Primus number MUST be provided ✓ The Sequence number MUST be provided ✓ The Locksmith number MUST be provided <p><u>FOR LEVEL TWO</u></p> <ul style="list-style-type: none"> ✓ The Dealer's Primus number MUST be provided ✓ The Sequence number and/or Section MUST be Provided <p><u>FOR LEVELS THREE & FOUR</u></p> <ul style="list-style-type: none"> ✓ Orders Originating a System MUST include both an Original Facesheet and a Signature Card ✓ An Original Facesheet MUST accompany all succeeding orders ✓ The Primus number MUST be indicated on the Facesheet ✓ ALL fields on the Facesheet MUST be completed where applicable 	<p><u>FOR LEVEL SEVEN</u></p> <ul style="list-style-type: none"> ✓ The Distributor's Primus number MUST be provided ✓ The Locksmith's Facility code MUST be provided ✓ The Keyway MUST be provided <p><u>FOR LEVEL EIGHT</u></p> <ul style="list-style-type: none"> ✓ The Distributor's Primus number MUST be provided ✓ The Keyway MUST be provided <p><u>FOR LEVEL NINE</u></p> <ul style="list-style-type: none"> ✓ Orders Originating a System MUST include both an Original Facesheet and a Signature Card ✓ An Original Primus Facesheet MUST accompany all succeeding orders ✓ The Primus number MUST be indicated on the Facesheet ✓ ALL fields on the Facesheet MUST be completed where applicable

All Primus Orders & Supporting Documentation Should be Sent To:

USA:
 Schlage
 Attn: Primus Order Processing
 3899 Hancock Expressway
 Colorado Springs, CO 80911

CANADA:
 Schlage
 Attn: Primus Order Processing
 1076 Lakeshore Rd East
 Mississauga ON Canada L5E 1E4

