

# Special Products Request Form



Please choose one Brand / Factory:

Schlage Locks

LCN Closers

Von Duprin, Ives  
& Zero

Please fill out this form with the assistance of your Allegion Sales Representative.

If you're unsure about who your Allegion Sales Representative is, please reach out to Sales Operations at [Canada\\_Sales\\_Operations@allegion.com](mailto:Canada_Sales_Operations@allegion.com)

\*Please copy [Quote.Request.Canada@allegion.com](mailto:Quote.Request.Canada@allegion.com) when sending the completed form to the factory

Submitted by (Sales Consultant): \_\_\_\_\_ Date: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Company: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Branch: \_\_\_\_\_

Product Line: \_\_\_\_\_ Total Qty: \_\_\_\_\_

Required Delivery Date: \_\_\_\_\_

## Description Request:

**Note: RFQ's must meet a \$250 net minimum per order or will be assessed the difference between the cost and \$250 net min. per order.**

## Product Type and Features Required:

Item	Qty	Product	Design	Finish	Options	Custom Features



**Allegion Sales Consultant to send Completed Form to :**

LCN Closers Only: closers\_techprodsupport@allegion.com

Schlage Commercial mechanical locks only: Mechanical\_Locks\_TechProdSupport@Allegion.com

Von Duprin, Ives, Zero products only: vdi\_specials@allegion.com

\*Please copy Quote.Request.Canada@allegion.com

when sending the completed form to the factory

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

\_\_\_\_\_ Approved \_\_\_\_\_ Rejected

RFQ# \_\_\_\_\_

**Rejection / Approval Notes:** Note: RFQ's must meet a \$250 net minimum per order.

**NOTES:** This RFQ must accompany your PO when it is sent in to Schlage Order Entry. Failure to do so will result in a delay in the order processing and/or will result in receiving the wrong product. Master Key and other charges not shown may apply.

**Approval Details:**

Item	Qty	Product	Design	Finish	Options	Custom Features	Net Pricing	
							Each	Extended
							<b>Total Price \$</b>	

**Lead Time:** \_\_\_\_\_ (After Receipt of firm order)

**RFQ valid until:** \_\_\_\_\_

**Terms and Conditions with Legal Disclaimer**

These terms are non-negotiable.  
 RFQ items must be ordered on a separate stand-alone purchase order and cannot be on an order with NON-RFQ items. The RFQ # must be prominently written in a large type on the purchase order.  
 This quote is valid until the date noted above for the product(s) and quantities shown only. Master Keying or other charges not shown may apply. **Orders submitted for different product or quantity may result in price adjustments which will be communicated to you in writing.**

**Note: RFQ's must meet a \$250 net minimum per order.**

Additional orders may be placed using the same RFQ number prominently written on the customer's purchase order as long as they are placed within the timeframe noted by the date above. Orders placed after this date will require a new RFQ to be submitted.

Lines that are canceled or changed are subject to additional charges and/or delays.

Allegion reserves the right to revoke this quotation at any time due to unforeseen manufacturing problems outside of our **BHMA or UL requirements will not be assured unless specifically requested.**

**DISCLAIMER: Products obtained through the RFQ process will not be covered by the Company's Standard Warranty.**