**LOW RISK KEY ORDER FORM**

*This form is to be used to request* ***Low Risk keys only*** *(e.g. Master, Service Level, filing cabinet, locker, safe, individual room and base keys). An authorised key custodian signature is required to enable the locksmith, JOHN BARNES & CO (QLD), to process your request. Please complete all areas of the form to prevent delays.*

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| **SECTION A – Details of Order** | | | | | | | | | | | |
| **Building Name** | | | **Building Number** | | **Room Number** | | | **Door Cylinder Code or Key Code** | | | **Quantity** |
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| **SECTION B – Delivery Instructions** | | | | | | | | | | | |
| **Key Custodian Name** | |  | | **Phone No.** | |  | | | **Fax No.** |  | |
| **Delivery Address** | | Faculty / School /Org. Name:  Building Name & Number:  Street, Suburb & Postcode: | | | | | | | | | |
| **Key Custodian Signature** | |  | | | | | **Date** | | /     / | | |
| **SECTION C – Payment Details** *(Payment by UQ Faculty / School / Org. Purchasing Card only)* | | | | | | | | | | | |
| **Charge** | Please charge my credit card the amount of $­­      ,       plus delivery | | | | | | | | | | |
| **Type of Card (e.g. Visa Purchasing Card)** |  | | | | | | | | | | |
| **Name on Card** |  | | | | | | **Expiry Date** | | /     / | | |
| To comply with the UQ PPL Policy on Corporate Credit Cards section 7.7 (<http://ppl.app.uq.edu.au/content/9.40.02-corporate-credit-cards>) please provide only the **first four** and **last four** digits of the card number on this form. Call John Barnes & Co (Qld) on (07) 3275 8888 **immediately** after faxing or emailingto confirm receipt of the form and to provide the remaining numbers. | | | | | | | | | | | |
| **Card Number** |  | | | | | | | | | | |
| **Order Date** | /     / | | | | | |  | |  | | |
| **Authorised Card Holder Signature** |  | | | | | | **Name** | |  | | |

**Fax or email completed order form to John Barnes & Co (Qld)**

**Fax: (07) 3275 8851; Email:** [retailsales@johnbarnesqld.com.au](mailto:retailsales@johnbarnesqld.com.au)

**Copy to be retained by Key Custodian.**