**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

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