

Access Lock & Key Service

34-36 Canterbury Rd, Westbrook, Margate
Kent, CT9 5BN

Tel. 01843-209200

Fax. 01843-209201

AUTHORITY TO WORK ON FREE ISSUE MATERIAL

For the attention of the **PARTS DEPARTMENT**

If there is a problem with this fax please contact us by PHONE on 01843-209200 or by FAX on 01843-209201

Date _____ Your A/c No. _____ Your Order No. _____

Due to the high value of some keys and previously large claims where we have accidentally damaged free issue material, we are now operating a pro-rata scale of fees. We will now insure up to the value you indicate on this form for the replacement of the key blank only. We reserve the right to replace the key blank within 3 working days at our expense. If we are not able to do this we will credit the customer's account with the value indicated on this form. We will not be held responsible for any other losses whatsoever and howsoever incurred. In signing this form you agree to the conditions on this form and also to our standard terms of business. It is your responsibility to indicate the value of the key and this will be the maximum amount of any claim. If you are not sure what you are signing for please call us for an explanation.

We have today received your blank, type _____ on which you wish us to cut key no. _____. Please tick one box to indicate the value of the blank and one box to indicate how you wish the item to be despatched. Please then complete the authorisation section and we will process your order as soon as this form is returned.

Value up to **£30** cutting fee **£6.95**
Code = **CF03**

Value up to **£40** cutting fee **£7.95**
Code = **CF04**

Value up to **£50** cutting fee **£8.95**
Code = **CF05**

Value up to **£60** cutting fee **£9.95**
Code = **CF06**

Value up to **£70** cutting fee **£10.95**
Code = **CF07**

Value up to **£80** cutting fee **£11.95**
Code = **CF08**

Value up to **£90** cutting fee **£12.95**
Code = **CF09**

Value up to **£100** cutting fee **£13.95**
Code = **CF10**

**IF YOU DO NOT WANT THE KEY CUT PLEASE TELEPHONE TO ADVISE
WHAT YOU WOULD LIKE US TO DO WITH THE BLANK.**

Please tick one box

SEND BY 1st CLASS MAIL
(cover up to £30)

SEND BY REGISTERED POST
(cover up to £250)

DO NOT POST WE WILL COLLECT

Authorisation

Signature _____

Name (printed) _____

Position _____

Date _____