

*Please photocopy this form*

**Access Lock & Key Service**  
**Toyota Key Order Form**

Dealer Account Number \_\_\_\_\_ Dealer Name \_\_\_\_\_

Purchase Order Number \_\_\_\_\_ Date & Time of Order \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Tel. Number: \_\_\_\_\_

**PLEASE WRITE IN BLOCK CAPITALS USING BLACK INK**

QUANTITY REQUIRED	
KEY NUMBER	
CHASSIS NUMBER (IF KEY NUMBER REQUIRED)	
MAKE, MODEL & YEAR	
TYPE OF KEY REQUIRED (GENUINE, NON-GEN, LASER, TRANSPDR, TRASMTTR)	
TOYOTA PART NUMBER (GENUINE KEYS ONLY)	

**PLEASE ENSURE ALL SECTIONS OF THIS FORM ARE COMPLETED.**  
**FAILURE TO DO SO MAY CAUSE DELAY IN PROCESSING.**

***Fax: 01843 209201***

***Tel: 01843 209200***

To Parts Department

Please provide as such information as possible to ensure prompt dispatch of you order.

- Remember to state the make, model and year of the vehicle for the key you require
- Vin number (all 17 characters) only should be quoted if you do not know the key number
- State type of key required (e.g. genuine, non-genuine, transponder, transmitter, plastic headed, laser etc.)
- Fax order to Access Key Service before 4.30pm for a same day dispatch
- Guaranteed next day delivery available (stock permitting). Must specify at time of placing order. *(Royal Mail Special Delivery is guaranteed next working day – excludes weekends & bank holidays)*
- Orders can be emailed along with digital images of your key