

MONUMENT

APARTMENT KEY ORDER FORM

Apartment doors in Monument are generally fitted with one of two types of key/lock systems:

- OKSG005 system – Supplied by Olympic Locksmiths Pty Ltd
- RD44 system – Supplied by RD Locksmiths

Before placing an order for new keys you will need to determine which system applies to your apartment. The Building Manager or Concierge staff may be able to assist if you are having difficulty in this regard.

Apartment no.		Quantity required	
Key no.		Key system (Circle one)	OKSG005 / RD44
Price of keys ordered (\$27.50 per key for OKSG005, \$16.00 per key for RD44)	\$	Delivery fee (\$16.50 for OKSG005, \$10.00 for RD44)	\$
Total price including delivery	\$	Payment method (Circle one – COD is only available for RD44)	Credit card / COD
Credit card type (Circle one – Amex is only available for OKSG005)	Visa / Mastercard / Amex		
Credit card number			
Credit card expiry date			
Cardholder name			
Cardholder signature		Date	
Owner / Agent name		Phone Number	
Signature of Owner / Agent		Date	

Keys will be cut and charges processed by the respective locksmith
(Olympic Locksmiths Pty Ltd or RD Locksmiths) **not** by the Owners Corporation.

OFFICE USE ONLY
Date form received: _____
Processed by: _____
Order approved: Y / N (If N, state reason for denial: _____)
Date order faxed to supplier: _____
Date key(s) collected: _____
Name of person collecting and signing for key(s): _____
Signature of person collecting key(s): _____