



# Key Order Form

Please email form to: [locksandkeys@sunlightgroup.com.au](mailto:locksandkeys@sunlightgroup.com.au)

PH: 03 9793 5711

## PLEASE COMPLETE ALL DETAILS TO AVOID DELAYS

Lock No: OR Key No:	
Quantity:	
Orange Key Cost \$45.00ea	A2 _____ <b>** AUTHORISATION REQUIRED – SEE BELOW **</b>
GB, CC & NX Cost \$25.00ea	GB _____ CC _____ NX _____
Priority Post:	\$12.00 with tracking number
Priority Post with Insurance:	\$14.00 with tracking number
Postage:	\$5.00 Standard 5-7 days
Total:	\$

**\*\*The below details is where your key/s will be delivered to and Special Instructions for delivery e.g. Concierge, Reception etc. \*\***

Client Name:		
Apartment/Street No:		
Street:		
Suburb:		
Postcode:		
Phone Number:		
Special Instructions:		
Email:		
Credit Card Number:		
Expiry:	CCV:	
Authorised Signature:	Date:	

**CL5 (Orange) Keys and/or Locks** require Authorisation from the Owner or Body Corporate Manager, please attach authorisation or complete below:

Name:	
Position / Title:	
Phone:	
Email Address:	
Date:	
Signature:	

\*Prepay with below banking details. Include remittance for direct debit  
\*\* MasterCard & Visa Cards Accepted Only

Banking Details: BSB: 013 312    A/C No: 2530 21977

**Payment is required at the time of keys being ordered - Thank you**

A Rehandling FEE of \$10.00 plus new Postage charges if key is returned due to your error in address.