

EXAMPLE of Top Notch Distributor Order Form

1 QTY	2 MFG	3 PRODUCT	4 PRODUCT DESCRIPTION	OUTSIDE			INSIDE		9 HAND	10 LATCH	11 STRIKE	12 KEYWAY	13 DR SIZE	14 DR THK	15 EXT	16 DIM	17 VOLTAGE
				5 DES	6 FIN	7 DES	8 FIN										
1	Schlage	A40S	Privacy Lock	PLY	605	PLY	625		11-116	10-025		E		214	EE	138	
4	Schlage	D70PD	Classroom Lock	ORB	626			RH									

1. **QTY:** Quantity.

2. **MANUFACTURER:** ACSi, Alarm Lock, Bommer, Command Access, Detex, Dor-o-matic, Falcon, FSB, Glyn Johnson, GMS, Hager, Hies, Ilco, Ives, K2 Commercial Hardware, Kaba, Lab, LCN, Locknetics, McKinney, Monarch, Norton, Pemko, Pro-Lok, Rixson, Rockwood, Schlage, SOSS, Stanley, and Von Duprin.

3. **PRODUCT:** Complete lock product or part number.

4. **PRODUCT DESCRIPTION:** Detail description of product. Example: Passage Set, Concealed electric through-wire.

5. **OUTSIDE DES:** Outside design code.

6. **OUTSIDE FIN:** Outside finish code. Example: US 3 or 605, US 5 or 609, etc.

7. **INSIDE DES:** Inside design code. Leave blank if same as outside design code.

8. **INSIDE FIN:** Inside finish code. Leave blank if same as outside finish code.

9. **HAND:** Hand of door. Only one hand allowed per line item. Example: RH=Right Hand, LH=Left Hand, RR=Right Reverse, LR=Left Reverse.

10. **LATCH:** Latch. Leave blank for standard or specify part number if non-standard latch is required. LLL = Less Latch.

11. **STRIKE:** Strike. Leave blank for standard or specify part number if non-standard strike is required. LLL = Less Strike.

12. **KEYWAY:**

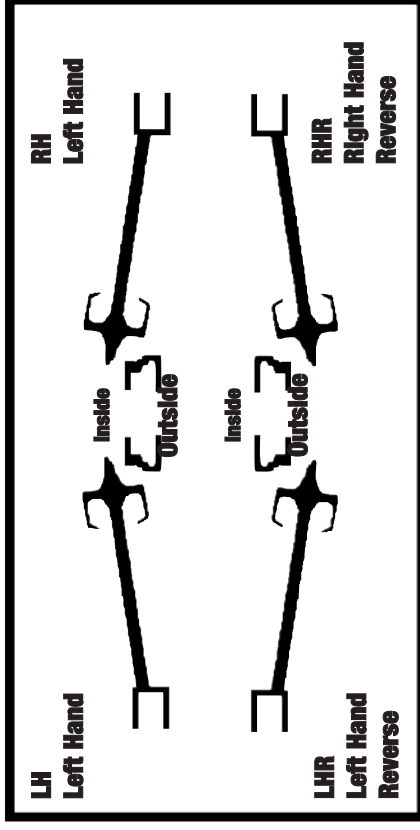
13. **DOOR SIZE:** Example: 3' x 7'

14. **DOOR THICKNESS:** Enter door thickness if non-standard. Example: 134=1 3/4", 138=1 3/8", 214=2 1/4", 212=2 1/2".

15. **EXT:** Extension. Enter one of the following when doors 2" thick or greater are specified: EE = Extended Equally; EI = Extended Inside; EO = Extended Outside; ED = Extended Differently;

16. **DIM:** Enter dimension for non-standard strike lip length and mortise cylinder or blocking ring length. Example: 012 = 1/8"; 018 = 3/16" 025 = 1/4" etc.

17. **VOLTAGE:** 12V AC/DC, 24V AC/DC.



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