HOW TO CREATE A KEY LIST

If you elect to have your stations keyed alike with specific key numbers, a key list is required when submitting your purchase order and NO LATER THAN 48HRS ONCE ORDER IS IN PRODUCTION. If you do not require this, then all storage items with locks will have random key numbers.

To maximize the use of the Evolve Key List form, it must be opened with Adobe Acrobat to allow the interactive fields to calculate your total key order.

TIPS:

- The total number of lockable items on your purchase order must match the total number of keys selected on your key list.

- Storage Towers have 3 locks.

- Side Storage Towers have 2 locks.

- Four and Five High Storage Cabinets with Lateral File Drawers have 2 locks.

- Locks for our 1200 and 1700 series Overheads are optional and are not included. When ordering either series, the locks are to be ordered separately. Product code for these locks is (EVSLK12).

- When ordering storage products a separate key list is required on the following items:
  - Extra Keys
  - Free Standing Hutches
  - ADA Overheads
  - Double Wall Overheads
  - Laminate Storage
  - EVSLK12 and EVLOCKKEY (when ordering by itself)

EXAMPLE:

- If each station is to be keyed alike then fill out the key list accordingly. If you have 4 lockable items in 5 workstations then you will need to select 4 sets of 5 key numbers for a total of 20 lockable items.

- Note: 1 Set of keys = 2 keys
  - Key numbers start from W401 through W550

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