



LOW RISK KEY ORDER

PF495

*This form is to be used to request **Low Risk keys only** (e.g. Master, Service Level, filing cabinet, locker, safe, individual room and base keys). An authorised key custodian signature is required to enable the locksmith, JOHN BARNES & CO (QLD), to process your request. Please complete all areas of the form to prevent delays.*

SECTION A – Details of Order					
Building Name	Building Number	Room Number	Door Cylinder Code or Key Code	Quantity	
SECTION B – Delivery Instructions					
Key Custodian Name		Phone No.		Fax No.	
Delivery Address	Faculty / School /Org. Name: Building Name & Number: Street, Suburb & Postcode:				
Key Custodian Signature		Date	/ /		
SECTION C – Payment Details (Payment by UQ Faculty / School / Org. Purchasing Card only)					
Charge	Please charge my credit card the amount of \$_____,_____ plus delivery				
Type Of Card (e.g. Visa Purchasing Card)					
Name On Card		Expiry Date	/ /		
To comply with the UQ PPL Policy on Corporate Credit Cards section 7.7 (http://ppl.app.uq.edu.au/content/9.40.02-corporate-credit-cards) please provide only the first four and last four digits of the card number on this form. Call John Barnes & Co (Qld) on (07) 3275 8888 immediately after faxing or emailing to confirm receipt of the form and to provide the remaining numbers.					
Card Number					
Order Date	/ /				
Authorised Card Holder Signature		Name			

Fax or email completed order form to John Barnes & Co (Qld)
Fax: (07) 3275 8851; Email: shop@barnesqld.com.au
Copy to be retained by Key Custodian.