

PROJECT KEYING REQUIREMENTS

WATSON'S SIMPLE KEY ALIKE SYSTEM

1 CREATE A KEY TAGGING SYSTEM FOR YOUR FLOORPLAN

Dealer Responsibility: Using your own office coding system or key tagging system, assist Watson account manager during space planning phase to identify each office, workstation or combination of storage that requires keying alike. Please submit this documentation with your Purchase Order.

2 TAG REPORT CREATION & REVIEW PROCESS

Watson Responsibility: Using the client provided information from step 1, Watson Order Entry will tag the order and complete a Tag Report detailing keying requirements for your project. This report will be included with the Order Acknowledgment. Tag Report details include: quantity of keys per cabinet, floor and office coding reference, as well as total number of keys to be shipped. **Dealer Responsibility:** Please review the Tag Report for accuracy. Watson will accept Tag Report markups up to 14 day after Order Acknowledgment. The more accurate this info, the smoother the installation.

SAMPLE TAG REPORT

Includes all details for project keying requirements.

Lists floorplan location

States quantity of keys for each combination of key alike storage

Identifies product model #'s

TAG REPORT			watson	
Sales Order	35930		26246 Twelve Trees Lane NW Poulsbo, Washington 98370 (360) 394-1300	
PO Number	CREIGHTON			
Sold To	102000			
CREIGHTON UNIVERSITY				
3RD FLOOR BC1	[17]		Tag Qty	
Order Line #1	Line Qty 17	ZSBKOA153042 - ZO STORAGE BOOKCASE, ADJ SHELF		17
3RD FLOOR FS1 KEY A	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY U	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY K	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY M	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY R	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY L	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY P	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY S	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY V	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY Y	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY N	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY X	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY T	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY H	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1
3RD FLOOR FS1 KEY G	[1]		Tag Qty	
Order Line #2	Line Qty 25	ZS3LF203042 - ZO LAT		1

3 SHIPPING KEYS WITH THE PRODUCT

For key alike storage components, lock sets will be bagged and shipped within Hardware Box #1. Each storage cabinet is fully prepared to receive a key and lock core during installation.

4 INSTALLATION

For most rapid installation, all furniture may be set in place without concern for matching up key alike lock sets. Installers will follow dealer's tagging system (step #1) to identify all keying requirements. Key alike lock sets are individually bagged and tagged to corresponding locations.

WE'RE HERE TO HELP!

Hours: Monday - Friday, 8am-5pm PT

Email: questions@watsonfg.com **Phone:** 360.394.1300

HARDWARE PULL: 40801


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Part Number	Qty	Mark	Key #
480043	1	KEY A	191
480043	1	KEY B	192

Printed and Checked by: A. Miller 12/13/18
Print Name and Date

watson

26246 Twelve Trees Lane NW
Poulsbo, WA 98370
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Key alike lock sets are individually tagged inside Hardware Box #1