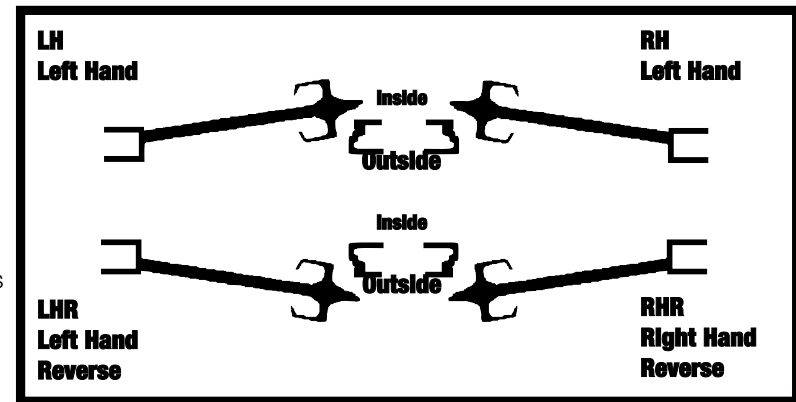


## EXAMPLE of Top Notch Distributor Order Form

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							
4	Schlage	D70PD	Classroom Lock	ORB	626			RH			E		214	EE	138		

- QTY:** Quantity.
- MANUFACTURER:** ACSI, Alarm Lock, Bommer, Command Access, Detex, Dor-o-matic, Falcon, FSB, Glynn Johnson, GMS, Hager, Hes, Ilco, Ives, K2 Commercial Hardware, Kaba, Lab, LCN, Locknetics, McKinney, Monarch, Norton, Pemko, Pro-Lok, Rixson, Rockwood, Schlage, SOSS, Stanley, and Von Duprin.
- PRODUCT:** Complete lock product or part number.
- PRODUCT DESCRIPTION:** Detail description of product. Example: Passage Set, Concealed electric through-wire.
- OUTSIDE DES:** Outside design code.
- OUTSIDE FIN:** Outside finish code. Example: US 3 or 605, US 5 or 609, etc.
- INSIDE DES:** Inside design code. Leave blank if same as outside design code.
- INSIDE FIN:** Inside finish code. Leave blank if same as outside finish code.
- HAND:** Hand of door. Only one hand allowed per line item. Example: RH=Right Hand, LH=Left Hand, RR=Right Reverse, LR=Left Reverse.
- LATCH:** Latch. Leave blank for standard or specify part number if non-standard latch is required. LLL = Less Latch.
- STRIKE:** Strike. Leave blank for standard or specify part number if non-standard strike is required. LLL = Less Strike.
- KEYWAY:**
- DOOR SIZE:** Example: 3' x 7'
- DOOR THICKNESS:** Enter door thickness if non-standard. Example: 134=1<sup>3</sup>/<sub>4</sub>", 138=1<sup>3</sup>/<sub>8</sub>", 214=2<sup>1</sup>/<sub>4</sub>", 212=2<sup>1</sup>/<sub>2</sub>".
- 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;
- 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.
- VOLTAGE:** 12V AC/DC, 24V AC/DC.



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