

<b>CUSTOMER INFO</b>	NAME:	EMAIL ADDRESS:	TELEPHONE #:

<b>KEY 1</b>	USAGE CATEGORY <small>i.e. home, office, auto, lock, etc.</small>	
PLACE KEY HERE		
DESCRIPTION <small>i.e. front door, mom's house, trunk, gym locker, etc.</small>		
PLEASE WRITE ALL INFO, NAMES, CODES, #'S, ETC. FOUND ON KEY		
<b>AUTO/MOTO ONLY</b>	YEAR	MAKE MODEL

<b>KEY 2</b>	USAGE CATEGORY <small>i.e. home, office, auto, lock, etc.</small>	
PLACE KEY HERE		
DESCRIPTION <small>i.e. front door, mom's house, trunk, gym locker, etc.</small>		
PLEASE WRITE ALL INFO, NAMES, CODES, #'S, ETC. FOUND ON KEY		
<b>AUTO/MOTO ONLY</b>	YEAR	MAKE MODEL

<b>KEY 3</b>	USAGE CATEGORY <small>i.e. home, office, auto, lock, etc.</small>	
PLACE KEY HERE		
DESCRIPTION <small>i.e. front door, mom's house, trunk, gym locker, etc.</small>		
PLEASE WRITE ALL INFO, NAMES, CODES, #'S, ETC. FOUND ON KEY		
<b>AUTO/MOTO ONLY</b>	YEAR	MAKE MODEL

<b>KEY 4</b>	USAGE CATEGORY <small>i.e. home, office, auto, lock, etc.</small>	
PLACE KEY HERE		
DESCRIPTION <small>i.e. front door, mom's house, trunk, gym locker, etc.</small>		
PLEASE WRITE ALL INFO, NAMES, CODES, #'S, ETC. FOUND ON KEY		
<b>AUTO/MOTO ONLY</b>	YEAR	MAKE MODEL

<b>KEY 5</b>	USAGE CATEGORY <small>i.e. home, office, auto, lock, etc.</small>	
PLACE KEY HERE		
DESCRIPTION <small>i.e. front door, mom's house, trunk, gym locker, etc.</small>		
PLEASE WRITE ALL INFO, NAMES, CODES, #'S, ETC. FOUND ON KEY		
<b>AUTO/MOTO ONLY</b>	YEAR	MAKE MODEL

<b>KEY 6</b>	USAGE CATEGORY <small>i.e. home, office, auto, lock, etc.</small>	
PLACE KEY HERE		
DESCRIPTION <small>i.e. front door, mom's house, trunk, gym locker, etc.</small>		
PLEASE WRITE ALL INFO, NAMES, CODES, #'S, ETC. FOUND ON KEY		
<b>AUTO/MOTO ONLY</b>	YEAR	MAKE MODEL

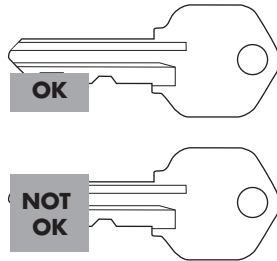
▲ ENSURE CORNERS OF FORM ARE FRAMED WITHIN VIEWFINDER OF YOUR CAMERA LENS ▲

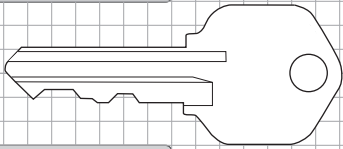
PRINT EXTRA FORMS FOR ADDITIONAL KEYS

## 1 PLACE KEYS IN BOXES, FILL IN DESCRIPTIONS/USAGE INFO

- PLACE FORM ON FLAT SURFACE IN A WELL LIT AREA WITH PLENTY OF AMBIENT LIGHT. I.E. NEAR TO WINDOW
- FILL IN AS MUCH INFO ABOUT EACH KEY AS POSSIBLE TO HELP US IDENTIFY THEM
- PLEASE WRITE LEGIBLY

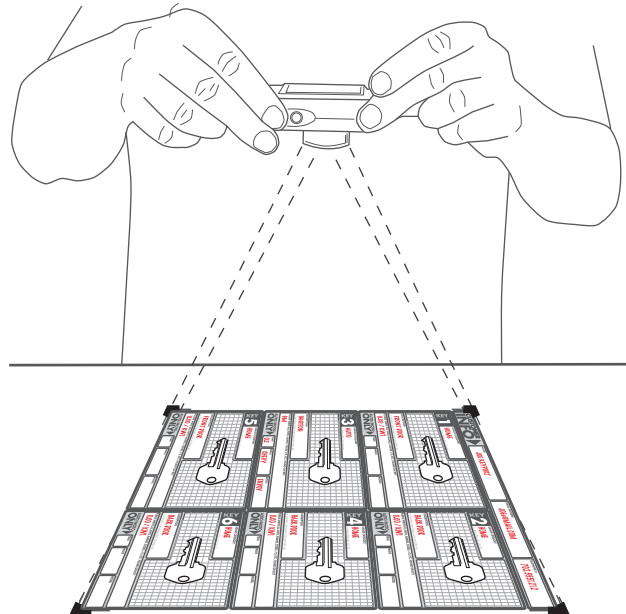
- **FOR ADDED SECURITY**  
COVER THE TIP OF THE CUTS ON YOUR KEYS WITH A SMALL PIECE OF TAPE AS SHOWN. DO NOT COVER THE ENTIRE KEY END, JUST THE TIP OF THE CUTS.



<b>KEY 1</b>	<b>USE CATEGORY</b> <b>HOME</b> <small>i.e. home, office, auto, lock, etc.</small>	
		
<b>DESCRIPTION</b> <b>ART STUDIO</b> <small>i.e. front door, mom's house, trunk, gym locker, etc.</small>		
<b>PLEASE WRITE ALL INFO, NAMES, CODES, #'S, ETC. FOUND ON KEY</b> <b>ILCO / KW1</b>		
<b>AUTO/MOTO ONLY</b>	<b>YEAR</b>	<b>MAKE</b>
		<b>MODEL</b>

## 2 TAKE 2 PICTURES OF KEYS TOP & BOTTOM

- **TURN OFF FLASH** TO REDUCE SHADOWS
- HOLD CAMERA DIRECTLY ABOVE 12"-14" AWAY
- FOCUS CAMERA FOR CLEAR IMAGE
- TAKE PICTURE OF TOP - FLIP ALL KEYS - TAKE PICTURE OF BOTTOM




## 3 UPLOAD BOTH IMAGES TO OUR KEY ID FORM SECURE UPLOAD DATABASE


<http://store.mykeyport.com/upload-key-id-form>

Submit .jpg, .tiff, or .png formatted files with minimum of 1200 pixels on one side.

Name photos with your Order# followed by a dash and the number of the photo (e.g. 104523223-1.jpg, 104523223-2.jpg)



**order#-1.jpg**



**order#-2.jpg**

**OUR LOCKSMITHS WILL ID YOUR KEYS & GET BACK TO YOU WITHIN 2 BUSINESS DAYS**