

**PRIMUS AND EVEREST 29 PRIMUS ORDERING CHECKLIST**

TO FACILITATE ORDER ENTRY FOR KEYS, CYLINDERS, AND CARDS

**IMPORTANT NOTES**

**To expedite processing of all Primus orders, it is highly recommended that Primus products be ordered separately**

For Level One Plus and 7, All Cylinder Orders Will Be Supplied LESS KEYBLANKS Unless Otherwise Specified

For All Other Levels, All Cylinder Orders Will Be Supplied WITH KEYBLANKS Unless Otherwise Specified

PRIMUS	EVEREST 29 PRIMUS
<p><b><u>FOR LEVEL ONE</u></b></p> <ul style="list-style-type: none"> <li>✓ The Distributor's Primus number <b><u>MUST</u></b> be provided</li> <li>✓ The Sequence number <b><u>MUST</u></b> be provided</li> </ul> <p><b><u>FOR LEVEL ONE PLUS</u></b></p> <ul style="list-style-type: none"> <li>✓ The Distributor's Primus number <b><u>MUST</u></b> be provided</li> <li>✓ The Sequence number <b><u>MUST</u></b> be provided</li> <li>✓ The Locksmith number <b><u>MUST</u></b> be provided</li> </ul> <p><b><u>FOR LEVEL TWO</u></b></p> <ul style="list-style-type: none"> <li>✓ The Dealer's Primus number <b><u>MUST</u></b> be provided</li> <li>✓ The Sequence number and/or Section <b><u>MUST</u></b> be Provided</li> </ul> <p><b><u>FOR LEVELS THREE &amp; FOUR</u></b></p> <ul style="list-style-type: none"> <li>✓ Orders Originating a System <b><u>MUST</u></b> include both an Original Facesheet and a Signature Card</li> <li>✓ An Original Facesheet <b><u>MUST</u></b> accompany all succeeding orders</li> <li>✓ The Primus number <b><u>MUST</u></b> be indicated on the Facesheet</li> <li>✓ ALL fields on the Facesheet <b><u>MUST</u></b> be completed where applicable</li> </ul>	<p><b><u>FOR LEVEL SEVEN</u></b></p> <ul style="list-style-type: none"> <li>✓ The Distributor's Primus number <b><u>MUST</u></b> be provided</li> <li>✓ The Locksmith's Facility code <b><u>MUST</u></b> be provided</li> <li>✓ The Keyway <b><u>MUST</u></b> be provided</li> </ul> <p><b><u>FOR LEVEL EIGHT</u></b></p> <ul style="list-style-type: none"> <li>✓ The Distributor's Primus number <b><u>MUST</u></b> be provided</li> <li>✓ The Keyway <b><u>MUST</u></b> be provided</li> </ul> <p><b><u>FOR LEVEL NINE</u></b></p> <ul style="list-style-type: none"> <li>✓ Orders Originating a System <b><u>MUST</u></b> include both an Original Facesheet and a Signature Card</li> <li>✓ An Original Primus Facesheet <b><u>MUST</u></b> accompany all succeeding orders</li> <li>✓ The Primus number <b><u>MUST</u></b> be indicated on the Facesheet</li> <li>✓ ALL fields on the Facesheet <b><u>MUST</u></b> be completed where applicable</li> </ul>

**All Primus Orders & Supporting Documentation Should be Sent To:**

Schlage  
 Attn: Primus Order Processing  
 3899 Hancock Expressway  
 Colorado Springs, CO 80911