

**HINES WARNER CENTER**

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**KEY ORDER FORM**

\_\_\_\_\_  
TENANT NAME

\_\_\_\_\_  
REQUESTING / CONTACT PERSON

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
BUILDING ADDRESS

\_\_\_\_\_  
FLOOR NUMBER

\_\_\_\_\_  
SUITE NUMBER

Keys requested and estimated cost:

X	KEY / RE-KEY	KEY No. / OFFICE No	QUANTITY REQUESTED	PRICE PER UNIT	TOTAL COST
1.	KEY / RE-KEY				
2.	KEY / RE-KEY				
3.	KEY / RE-KEY				
4.	KEY / RE-KEY				
5.	KEY / RE-KEY				
	TOTAL				

APPROXIMATE PRICES ARE AS FOLLOWS: PER KEY IS \$3.00; PER RE-KEY IS \$50.00 FOR THE FIRST CYLINDER AND \$15.00 FOR EACH CONSECUTIVE CYLINDER WITH THE SAME COMBINATION.

Tenant hereby authorizes the Office of the Building to provide / purchase the above key(s).  
Prices given are estimated. Tenant agrees to accept final billing for the above key(s).

Authorized by:

\_\_\_\_\_  
PRINT NAME AND TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

Office of the Building Approval:

\_\_\_\_\_  
PRINT NAME AND TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE