



Corbin Russwin Architectural Hardware
1902 Airport Road
Monroe, NC 28110
tel 704.283.2101
fax 704.283.2846
www.corbin-russwin.com

Pyramid Notice Of Acceptance

The undersigned hereby certifies that I have been designated as primary systems administrator of the Corbin Russwin patented locking system for ("Facility"), and, as such, I hereby accept all terms set forth by the Corbin Russwin Cylinders/Keys Product Line management team in the attached Policies and Procedures. I also agree to follow the guidelines as set forth in the attached Registration Certificates Procedure for the submittal of registration certificates.

If I am removed from my duties as primary systems administrator for any reason whatsoever, I will immediately notify Corbin Russwin Key Systems Administration, in writing. If I am unable to do so, then the person assuming these responsibilities for the Facility will notify Corbin Russwin Key Systems Administration, in writing, immediately. In these instances, Corbin Russwin will require the completion of a revised Notice of Acceptance for the Facility.

I understand that if any of the authorized representatives of this Facility (as set out below) are removed from their duties for any reason whatsoever. it is my responsibility to notify the Corbin Russwin Key Systems Administration, in writing, of their release and the names of their replacements.

Facility Name (As above):

Mailing Address: Shipping Address:

City: State: City: State:

Zip Code: Zip Code:

Phone: Email:

Fax:

By: (Printed Name)

(Signature, Primary Systems Administrator)

Date: Internal Use Only: Date Received and Recorded: Distributor Corbin Russwin Account No.

Authorized Signatures

Printed Name

Four sets of horizontal lines for signatures and printed names.

## Pyramid Registration Certificates Procedure

### Definition

Registration certificates are sequentially numbered and designed to ensure that all Pyramid systems are treated with the highest level of security. The certificates must be completed and signed by the primary systems administrator or an authorized representative of the Facility as per the Notice of Acceptance. The building owner has control over what is being ordered and who is authorized to order product for their system. The unauthorized release of product can result in damage to the owner's Pyramid system. Avoidance of loss demands control of who can receive information, keys, cylinders or parts.

### Procedure

Upon receipt of the Notice of Acceptance and the initial order for Pyramid product, Key Systems Administration will establish and forward one owner's binder to the primary systems administrator. The owner's binder will include the following:

Cover Letter	System Bitting List
Pyramid Catalog Section	Executed Notice of Acceptance
Pyramid Owner's Manual	Sample Letter of Authorization
Corbin Russwin Cylinder Manual	Key Systems Security Policy
HPC Code Card for Pyramid	Sequential Registration Certificates

**A Registration Certificate must accompany each order that is submitted to Corbin Russwin for the particular system. This includes orders for contract material as well as parts.**

Corbin Russwin Key Systems Administration will keep a record of the registration certificate sequence and automatically send more certificates to the primary systems administrator when needed. If additional certificates are required before this time, Key Systems Administration should be contacted. All registration certificates must be used in the proper sequence. Key Systems Administration will challenge any deviations.

A fax copy of the registration certificate will be acceptable. A purchase order will be entered into the Corbin Russwin system only upon verification of the correct registration certificate, authorized signature and/or with the primary systems administrator.

### Pyramid Distributors

Certain Corbin Russwin distributors will be authorized by sales management to place orders for Pyramid product.

Orders for Pyramid product from authorized distributors will not be accepted until the Distributor Acknowledgement is signed and on file with Key Systems Administration.

### Pyramid Facilities

A Facility may order Pyramid product from any authorized Corbin Russwin Pyramid Distributor. The Notice of Acceptance must be on file with Key Systems Administration. The correct Registration Certificates must accompany the authorized distributor's purchase order (see Registration Certificates Procedure).

### Notice of Acceptance

The Notice of Acceptance has been created to ensure that only authorized individuals can place orders for Pyramid product for their facility. A fully executed Notice of Acceptance shall accompany the initial order for Pyramid product. The Notice will be kept on file with Key Systems Administration. Any changes in the primary systems administrator should be given to Key Systems Administration as soon as possible. Names will be verified on the Notice of Acceptance with the Registration Certificates as orders are submitted. Any discrepancies will be brought to the attention of the Corbin Russwin sales agency representative authorized distributor and/or the primary systems administrator.

### Shipping of Product

All Pyramid product must be shipped directly to the Facility. Corbin Russwin will ship Pyramid product to a designated agent at the request of the primary systems administrator. A letter of authorization must also accompany the order. The letter or an additional attachment should state specific quantities of the Pyramid product being ordered.