

[Print this Order Sheet to help with the accuracy of your order.]

Online Order Worksheet

#	Location	Function	Handing**	Backset	Notes:
Ex.	Jonny's Bedroom	Privacy	<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a	2-3/8"	
1			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
2			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
3			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
4			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
5			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
6			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
7			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
8			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
9			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
10			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
11			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
12			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
13			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
14			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
15			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
16			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
17			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
18			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
19			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
20			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
21			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
22			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
23			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
24			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
25			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
26			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
27			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
28			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
29			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
30			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
31			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
32			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
33			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
34			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		
35			<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> n/a		

****IMPORTANT HANDING INFO-** Most levers are HANDED. Please read the handing instructions below carefully before ordering. Improper handing will delay your order.

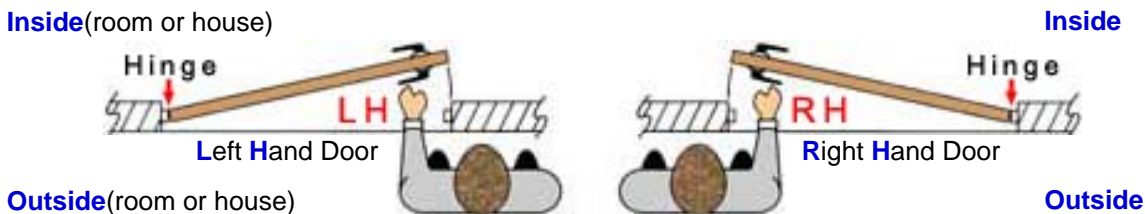
[Handing] [Function] [Backset] [Keying]

Please read carefully. We want you to receive the right hardware the first time.

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Handing:

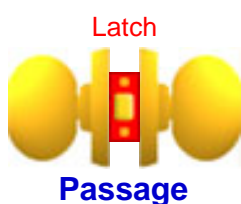
Most lever sets require you to determine whether the door is a Right-Hand or Left-Hand door (**knobs do not require handing**).



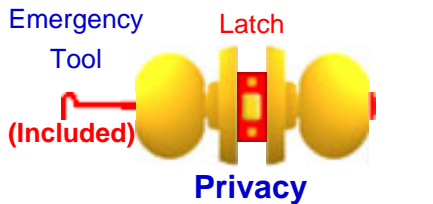
- Simply stand **outside** the room or house facing the door.
(It does not matter if the door swings in or out.)
- If the **hinges** are on the right, it is a **Right-Hand** door lever.
- If the **hinges** are on the left, it is a **Left-Hand** door lever.

Handlesets: Even though the lever is on the inside of the house, you still stand **outside** of the house to determine proper handing.

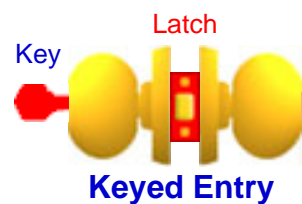
Function: (Knob or Lever)



Passage
No locking on either side.
(Hall or Closet)



Privacy
Locks from inside with turn or push button.
(button may be on backplate)
(Bedroom or Bathroom)



Keyed Entry
Key outside, turn or push button inside.
(button may be on backplate)
(Exterior or any Key-Locked door)



Single Dummy



Dummy Pair

Non-Locking and Non-Latching
(for no-latch Closet, Pantry, etc.)

Function: (Handleset)



Single Cylinder Handleset
Deadbolt is keyed on outside only.
(Typical)



Double Cylinder Handleset
Deadbolt is keyed Inside & outside.



Dummy Handleset (NO LATCH)
Non-functioning Handle & Deadbolt.
(Used for double doors)

Function: (Deadbolt)



Single Cylinder Deadbolt
Keyed on one side. Turn knob on other side.

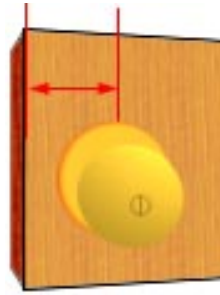


Double Cylinder Deadbolt
Keyed on both sides. Same key both sides.

Backset:

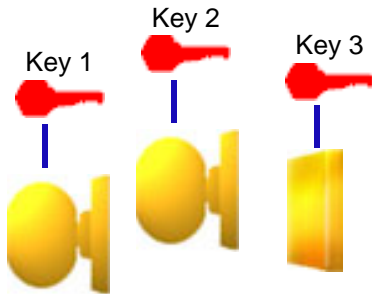
Measure from the center of the backplate or hole, to the edge of the door. Backset is typically

2-3/8" or 2-3/4"
(Typical)



Keying:

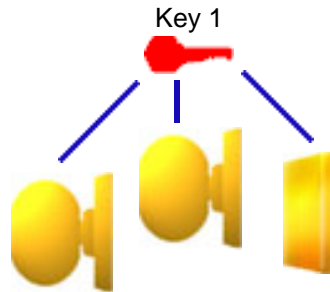
Keyed Differently



Each Keyed Knob, Lever, or Deadbolt where you choose "Keyed Differently" will be keyed with a different key.
(double cylinder deadbolts are same key on both sides)

Keyed Alike

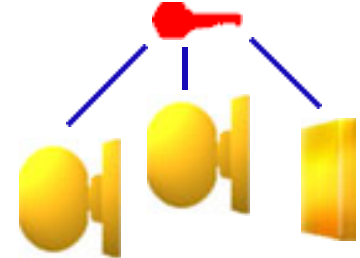
(Same Brand Only)



Each Keyed Knob, Lever, or Deadbolt where you choose "Keyed Alike" will be keyed to use the same key. Use the "Notes:" for special instructions.
****additional charge and shipping time for this option.**

Custom Keying

(Sample Key, Key Code, Master, etc.)



Use "Custom Keying" if you are mailing us a sample key, matching a key code, or for master keying, etc.
Use the "Notes:" for special instructions.
****additional charge and shipping time for this option.**

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