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Lock Refurbishing Program

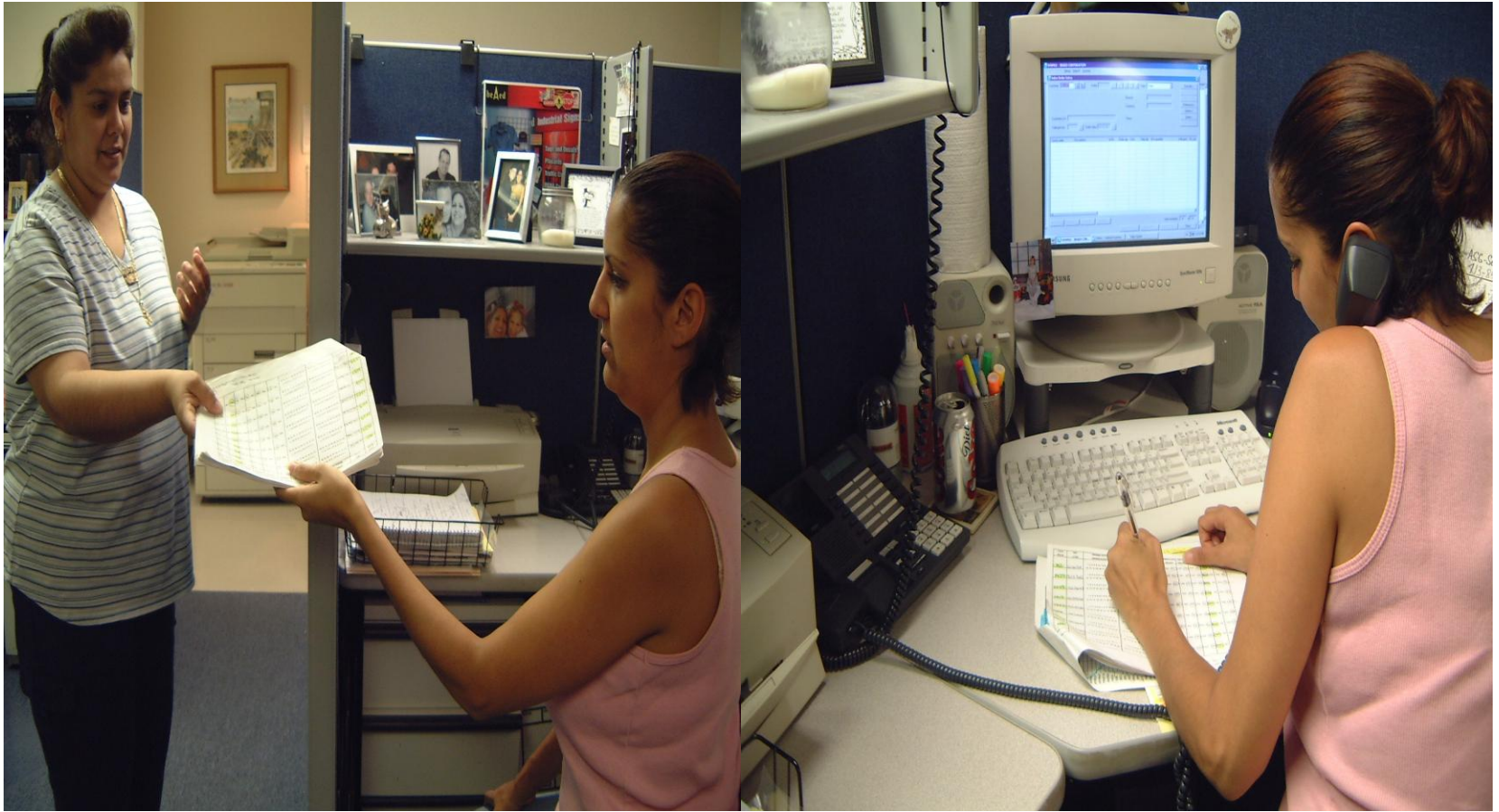# Receiving In Locks

Staging Area For Inventory

Verifying Locks / Lock Boxes

REFURBISHED LOCKS INVENTORY FORM

LOCK BOX #	KEY CODE	ORANGE LOCKS MISSING IN BOX	ORANGE LOCKS BROKEN IN BOX	BLUE LOCK NEEDED	GREEN LOCK NEEDED	KEYTAG NEEDED	KEY NEEDED	LABEL NEEDED	NEW BOX NEEDED
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO

Refurbished Locks Inventory Form

Missing Locks are Ordered / Lock Boxes Scheduled for Paint

Locks / Lock Boxes are Cleaned

Locks and Key Tags are Placed in Temporary Boxes

Replacement Locks are Sorted and Engraved

Replacement Key Tags and Lock Box Labels

Quality Control

Completed Lock Box

Remember the Old Lock Box ?

Ready to Ship

What are the Benefits of This Program?

- Reduced Man Power Hours devoted to Lock / Lock Box Rehabilitation

- Reduced Time in Purchasing Spent on Multiple Orders

- Lock Program Expertise