



Authorization Form

Customer Service & Sales Email:
us.prd.customerservicesales@cennox.com

Phone: 812-948-8400 option 2

1. Note that all charges are non-refundable.
2. Under no circumstances will codes be released, or overrides be performed without proper authorization.
3. Proper authorization includes:
 - a. This form completed and signed by a District Manager, Area Coach, Owner, or a member of Loss Prevention or Home Office
 - b. A copy of a valid photo I.D
 - c. Business Card administered by the employed organization
4. There may be an investment for phone support and key orders, plus any applicable sales tax and shipping cost.
 - a. Each non-warranty combination request or override has a non-refundable \$150.00 investment, unless otherwise stated in service agreement.
 - b. For key order quotes, please speak to a customer service representative before placing order.
 - c. For security purposes, there will be no documented credit card information. All credit card payments will be processed over the phone.
5. Shipping address must include a physical address, P.O. Boxes are not allowed.

Please indicate the service being requested:

Requested Service	
<input type="checkbox"/> Combination Release	<input type="checkbox"/> Override
<input type="checkbox"/> Key Order (Electronic or Standard)	<input type="checkbox"/> Other

Type of Override Requested		
<input type="checkbox"/> Enroll User Key	<input type="checkbox"/> Break Timelock	<input type="checkbox"/> Other - Please Specify Below:
<input type="checkbox"/> Delete User Key	<input type="checkbox"/> Set Timelock Parameters	
<input type="checkbox"/> Time Change	<input type="checkbox"/> Date Change	

For Combination Release, how would you prefer to be contacted? (Please Circle)

Email Phone



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Authorizer Information	
Authorizer Name:	
Title:	
Direct Phone Number:	
Password:	
Signature:	
Site Information	
Site Type (Please Circle):	Franchise Corporate
Site Name:	
Street Address:	
City, State, Zip:	
Phone Number:	
Onsite Contact Name:	
Home Office	
Home Office Name:	
Street Address:	
City, State, Zip:	
Phone Number:	
Contact Name:	
Product Details	
Serial Number:	
Company Code:	
Type of Electronics:	
Key Orders Only	
Quantity of Keys:	
Key # or Level #:	
Ship to (Please Circle):	Site Home Office
Method of Shipping:	Overnight (\$58) Ground (\$32)
* Shipping cost is based on continental U.S. shipments ONLY	