

# Pyramid 72-Hour Quick Ship Update

October 15, 2001

Our quick ship program is in place to provide parts and service equipment in a timely manner. This update is to advise that our uncombined cores are now included in this program.

As with all service programs, the success of this one relies on the proper submission of purchase orders. All purchase orders should clearly identify the requested 72-hour shipping. See the enclosed Quick Ship Form, which lists all items available for the Pyramid quick ship program. Only those items listed on this form will qualify for 72-hour shipping; all other Pyramid products will retain standard lead times. This form is also located on our website at [www.yalesecurity.com](http://www.yalesecurity.com). Log onto the Extranet and click on the "Extended Literature" tab, one of four yellow tabs located at the top of the page. Then click on "Forms" and then "Corbin Russwin."

The method of shipping for this program will be via next day air, F.O.B. factory.

It is recommended that the quick ship form is used for all orders, but other purchase order formats will be acceptable if the order contains the following information. If either of the following requirements is not met then the order will be entered with standard factory lead times.

- The purchase order must be ONLY for items on the quick ship program. No other products may be mixed.
- The statement "PYRAMID QUICK SHIP 72-HOUR SHIPPING REQUESTED" must clearly appear in a prominent location somewhere on the purchase order.

All quick ship orders will require the proper administrative documents as needed by Key Systems Administration. These administrative documents will include:

- A valid registration certificate
- A valid Letter of Authorization if the products are shipping to any address other than that listed on the original Notice of Acceptance on file in Key Systems Administration. This letter should list specific quantities, especially if key blanks are ordered

## Uncombined Cores

Uncombined applies only to interchangeable cores (8020). The 72-hour quick ship program only allows a maximum quantity of 50 per order in one finish.

For additional information, please contact your Corbin Russwin sales representative.

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