

Key registration document

Night Star Express Hellmann



Name Client	:	
Filled in by	:	
Fill in/ adjustment date	:	
Starting date	:	
Concerns	:	*New technician/ Change of address/ new car/ otherwise:
Name (pick up/ delivery address) :		
Address	:	
ZIP code	:	
Domicile	:	
Cell phone number	:	
Alternative address (pick-up/ delivery)		
Address	:	
ZIP code	:	
Domicile	:	
Delivery in	:	*box/ container/ car/ otherwise.:
Keys/Alarmcode require	:	*yes/no
Number of keys	:	
Name recipient key(s)	:	
<i>Key(s) will always remain on property of the client, Night Star Express uses this (these key(s)) to do a night delivery on site</i>		
<u>Please fill in when you want to have a carboot delivery.</u>		
Car Brand	:	
Car Type	:	
Car Color	:	
License plate number	:	
Delivery at/on/in	:	
Alarm present	:	*yes/no
Alarmcode	:	
Operation description	:	
Special instructions	:	
Location drawing	:	(Please draw a map or paste in a photo of the delivery location incl. acces gates and/or doors. Light switches and if applicable the position of the alarmdevice).
PLEASE DRAW YOUR MAP HERE		

*cross out what does not apply

