Ordering Procedures

To order Schlage products, descriptive data should be in the same sequence as shown:

Line Qtv	Product	Outs	side	Insi	de	Hand	Latch	Strike	DR	FYT	DIM	Additional Details	
Item	Gity	Troduct	DES	FIN	DES	FIN	Hana	Laton	Otrike	THK	LAI	Divi	Additional Details
1	2	3	4	5	6	7	8	9	10	11	12	13	14

- 1) Line Item: Line item number
- 2) Qty: Quantity
- 3) Product: Complete lock product or part number
- 4) Outside DES: Outside design code5) Outside FIN: Outside finish code
- 6) Inside DES: Inside design code: Leave blank if same as outside design code.
- 7) Inside FIN: Inside finish code: Leave blank if same as outside finish code.
- 8) Hand: Hand of door: Only one hand allowed per line item. Example: RH=Right Hand, LH=Left Hand, RR=Right Reverse, LR=Left Reverse
- 9) Latch: Latch: Leave blank for standard or specify part number if non-standard latch is required. LLL=Less Latch.
- 10) Strike: Strike: Leave blank for standard or specify part number if non-standard strike is required. LLL=Less Strike.
- 11) DR THK: Door thickness: Enter door thickness if non-standard. Example: 138=1%", 214=21/4", 212=21/2".
- **12) EXT:** Extension: Enter one of the following when doors 2" thick or greater are specified: EE=Extended Equally, EI=Extended Inside, EO=Extended Outside, ED=Extended Differently. EI or EO assumes the latch with be centered on 13/4" door, to which material has been added.
- 13) DIM: Dimension: Enter dimension for non-standard strike lip length and mortise cylinder or blocking ring length.

012 = 1/8"	118 = 11/8"
018 = 3/16"	114 = 11/4"
025 = 1/4"	138 = 1%"
031 = 5/16"	112 = 1½"
037 = 3/8"	158 = 15/8"
050 = ½"	134 = 1¾"
078 = 1/8"	200 = 2"
100 – 1"	400 – 4"

- 14) Additional Details: Enter detail for keying information and for special requirements.
- 15) Examples:

Line		Product	Outside		Inside		Hand Latc	Latch	Strike	DR	EXT	DIM	Additional Details
Item			DES	FIN	DES	FIN	папи	Laten	Strike	THK		DIIVI	Additional Details
One n	One mortise cylinder, 11/4" long, which will operate a Von Duprin exit device.												
17	1	20-001		626								114	

One hotel function L-Series lock with 17B trim in 625 for left hand door.													
18	1	L9485P	17B	625			LH					114	

Five re	Five replacement inside L escutcheons with "EZ" turn, in satin stainless steel, to be used with 06 lever on 1¾" doors.													
19	5	09-633			06L	630				134			w/EZ turn per	

