

Instructions & Important Reminders

Please complete the on-line checkout process before sending your key to us

Instructions

- Write your order number in the section below and tape to the exterior of the package.
- Please complete the second page of this document and include it inside the packaging when sending your key to our office.

Reminders

DO NOT USE THIN PAPER ENVELOPES

Fobs can easily be squeezed out during transit. We recommend using a thick paper version such as the flat rate envelopes from the post office or a padded envelope. While full refunds will be issued, we are not responsible for keys lost in transit to our facility.

DO NOT USE SIGNATURE CONFIRMATION

Often UPS and USPS attempt to deliver packages before we open at 8 am. To avoid delays we have installed a secure package chute designed for receiving packages. If you would like to use signature confirmation please contact us first.

SAME-DAY PROCESSING

Please remember rush processing orders must be received before 12 pm CST to provide enough time for same-day processing.

PLEASE SHIP TO

CloneMyKey.com LLC
131 W. Wilson St. Suite 803
Madison WI 53703

Please cut out and tape to front of package

ORDER # 

**NO SIGNATURE
REQUIRED
FOR DELIVERY**

Attention Delivery Agent

