

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

Cloning Service Order Form

Order # _____ Name on Order _____ Date ____/____/____
(Received at Checkout) (Please Print)

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Cloning Service Terms of Sale

- Please understand that not all keys can be cloned. If CloneMyKey.com LLC discovers that your key cannot be cloned it will be returned and a refund less any shipping charges will be issued.
- By using CloneMyKey.com LLC you assert that you are the owner of all keys duplicated. CloneMyKey.com LLC reserves the right to deny service (with refund) to any customer.
- In the unlikely event your key is lost and/or destroyed at the indisputable fault of CloneMyKey.com LLC, the company agrees to pay up to \$265 to cover cost of replacement, for each original key.
- CloneMyKey.com LLC is not responsible for keys lost or damaged while being shipped to our facility. Shipping insurance is highly recommended. After proof of delivery has been established by United States Postal Service, CloneMyKey.com LLC is not responsible for lost or stolen packages.
- In no event will CloneMyKey.com LLC be liable to you for illegal acts or any lost profits, lost savings or incidental, indirect, special or consequential damages, arising out of your use or inability to use our product(s).
- Rush processing guarantee's same day processing service and includes overnight return delivery. Next day delivery is guaranteed for packages received between Monday and Friday by 12:00PM central standard time. Deliveries to areas deemed "rural" by the United States Postal Service may take an extra day. Please contact customer service for more information.
- I understand I may be charged an import or "duty" fee by the customs office or import regulation agency of the receiving country. (For international customers only)

HOW MANY ORIGINAL KEYS ARE YOU SENDING US?

1 2 3 4⁺

(circle one)

ALL ORIGINAL KEYS MUST BE SENT
IN THE SAME SHIPMENT

IF SENDING MULTIPLE KEYS PLEASE
LABEL THEM

I _____, hereby understand and agree to the terms and conditions listed above.
(Sign Above)

Please send the completed version of this form with your key to the address below. You will receive an automatic notification once your key has been received at our facility. We generally receive mail by 11:30 am CST.

Send Here 

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