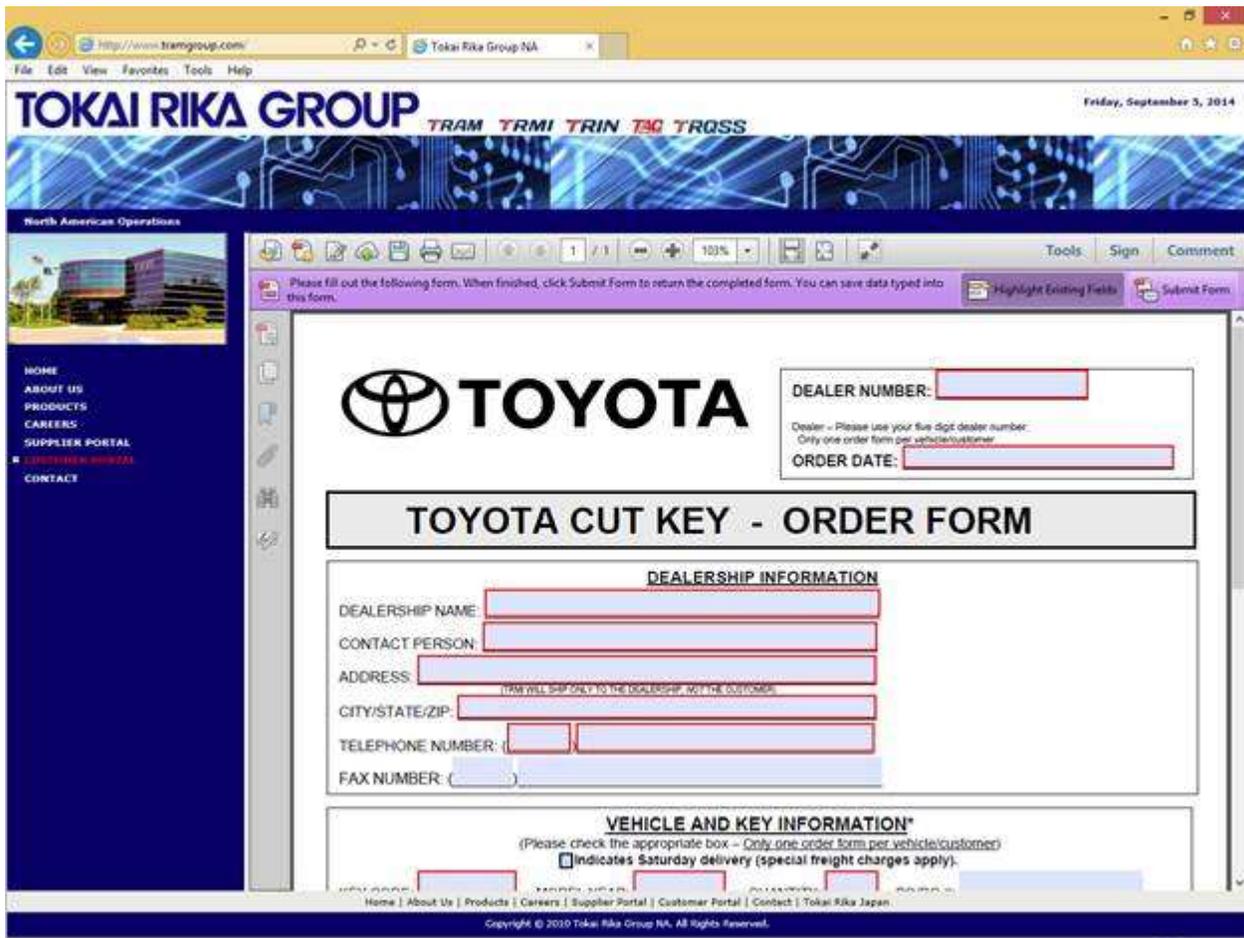


# Toyota Cut Key Order Form Instructions

1. **You must have an email address in order to proceed with these instructions.** If you do not have an email address, please see your IT department. Once you have an email account, open a web browser and go to <http://www.tramgroup.com> and click “Portals” and then “CUSTOMER”.
2. If you do not have Adobe PDF reader, which is required to fill in the form, please click the  link at the bottom of the webpage and follow the instructions to install Adobe Reader. Once finished, return to step one, if you already have Adobe Reader, go to step 3.
3. Please right-click the appropriate PDF Form and select “Save Link As...” and save to a location you know you will be able to easily access and then open the downloaded PDF file with Adobe PDF Reader and follow the instructions below.



North American Operations

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**TOYOTA**

DEALER NUMBER:

Dealer - Please use your five digit dealer number.  
Only one order form per vehicle/customer.

ORDER DATE:

**TOYOTA CUT KEY - ORDER FORM**

**DEALERSHIP INFORMATION**

DEALERSHIP NAME:

CONTACT PERSON:

ADDRESS:

TRAM WILL SHIP ONLY TO THE DEALERSHIP, NOT THE CUSTOMER.

CITY/STATE/ZIP:

TELEPHONE NUMBER: (  )

FAX NUMBER: (  )

**VEHICLE AND KEY INFORMATION\***

(Please check the appropriate box - Only one order form per vehicle/customer)

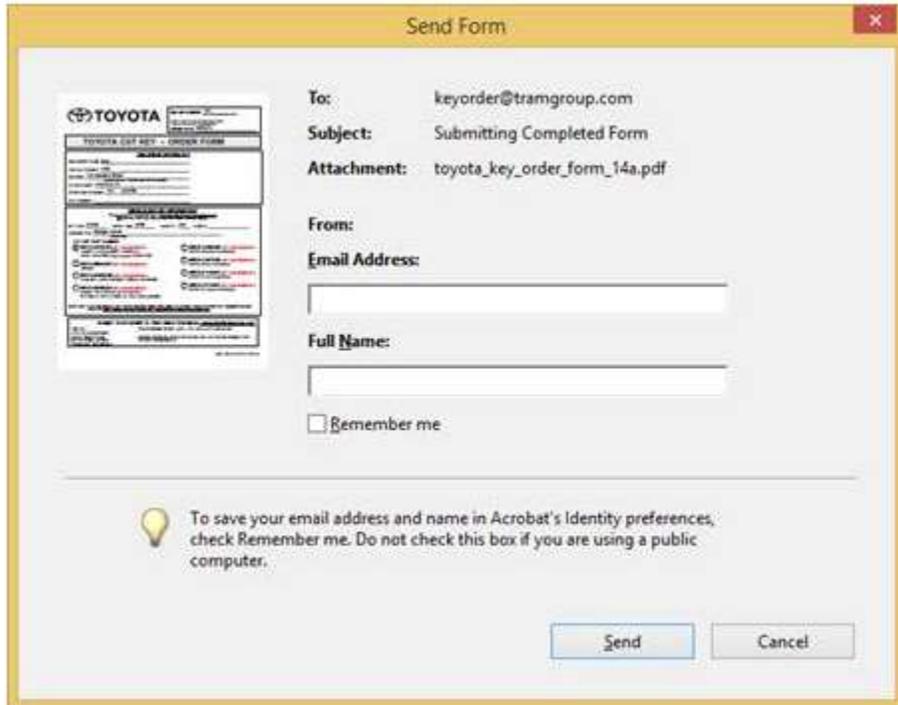
Indicates Saturday delivery (special freight charges apply).

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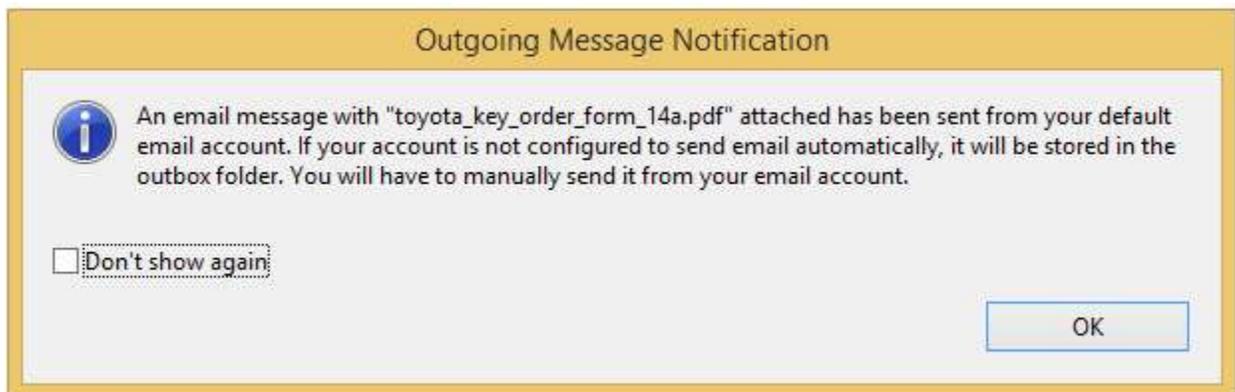
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4. Fill in all of the required fields highlighted in RED. Note that when you click the date field, the current date will automatically be entered, but this date can be manually entered.
5. When you are finished filling in all the fields, click the “Submit Form” at the top right. **Note:** You can save this file with only some of the fields filled out, such as the Dealer name and address and then finish filling it out and emailing your order at a later time. **Please be sure to fill out all the fields highlighted in RED before clicking “Submit Form”.**

6. Fill in your Email Address and Full Name and click Send. You can click the “Remember Me” checkbox for a quicker use next time. The To: field is already set to [keyorder@tramgroup.com](mailto:keyorder@tramgroup.com)



7. If you use Outlook, then selecting the Default email application is recommended. Otherwise you can select Use Webmail to configure the form to be sent via yahoo, gmail or something else. If this method doesn't work then you'll need to manually attach it to an email using your email client and send it to [keyorder@tramgroup.com](mailto:keyorder@tramgroup.com)
8. Once sent, you should receive an Outgoing Message Notification:



9. If [keyorder@tramgroup.com](mailto:keyorder@tramgroup.com) receives an email with an attachment, it will automatically respond with a confirmation email, but this only works if you entered the email address in **step 6** correctly and if the email notification did not get caught in your Junk Mail Filter.