Handing: CIRCLE ONE. If double door, choose active/operable door

NOTE: Handing is always determined from the side which you gain entry to the space.

- Brand name of existing hardware (often seen on latch face or key hole):
- Door thickness:
- Stile Width:
- Backset (Distance from the edge of the door to the center of the bore hole):
- Rose/Bore diameter:
- Latch prep:
- Center-to-Center (CTC)
  - Tubular sets
    - From lever/knob latch to deadbolt latch:
  - Mortise sets
    - See back page
In order to make sure we provide you with the correct mortise lock you need, please fill out the following information on your current lock and door. Items in red can be measured while lock is in door and are required.

**Mortise Cassette Information**

1. Face Height 
2. Faceplate Width 
3. Backset 
4. CTC Spindle to Cylinder 
5. CTC Spindle to Thumbturn 
6. Stamping on Faceplate, if any (Brand Name) 
7. CTC Faceplate Screws 
8. Mortise Cassette Thickness 
9. Faceplate Thickness 
10. Mortise Cassette Height 
11. Mortise Cassette Depth