



## VSR End of Year Lock Checklist

We highly recommend these important security steps for all of our customers. They help ensure that your property remains secure and that authorized personnel have ready access to the VSR products they need throughout the new year and beyond. Here they are:

- Verify and update your organization's Authorization lists.
- Perform an internal key audit.
- Request a key audit from VSR to verify that your inventory matches VSR's records.
- Return all inactive and/or unused VSR keys to VSR. Please note that VSR will not replace any keys without proof that previous keys have been destroyed.
- Verify and update your VSR-approved contacts.
- Verify if you have any new slot machines and/or kiosks on order and order associated locks and keys if needed.
- Update your sales representative of any upcoming expansion plans and/or new properties.
- Make note of our current estimated 20-25 business day lead time for locks and keys and place your order ahead of schedule.
- Email or call VSR if you need to replace missing items.
- Verify that your property has updated VSR accounting Info.
- Verify that your SAP is updated with the correct VSR contacts.
- Verify with VSR accounting regarding open invoices and account status.
- Schedule a meeting with your VSR representative to map out a strategy for 2024 and beyond.

If you have any questions while completing the checklist, reach out to us at 1-800-600-1510 or at <https://www.vsrindustries.com/contact-us/>

Sincerely,  
The VSR Team