



The following information is provided to assist you in the purchase, installation, and use of the KEY LOCK BOX SYSTEM.

- A. Complete sections 1, 2, & 4 of the authorization/order form. The fire department has already signed box 3 for you.
- B. Most users of the Knox lock box system have purchased the 3200 series. Any model purchased **must** have the hinged door option. Please review the product catalog attached to the authorization/order form and select the box best suited for your business. Depending on the size of your building, it may require more than one lock box. This information should be noted on the plan approval from the fire department. If there are any questions please contact one of personnel listed below.
- C. Mail the completed form and payment to:
Knox Company
1601 W. Deer Valley Road
Phoenix, AZ 85027

www.KNOXBOX.COM
800-552-5669
623-687-2300
Fax 623-687-2290
** Contact Knox Company for additional ordering options **
- D. When you receive your lock box, it is MANDATORY that you contact the fire department for the preferred installation location. This will generally be near the front entrance. (numbers listed below)
- E. After the lock box has been installed, contact the fire department to have your business keys installed in the lock box. (numbers listed below)
- F. If you have any questions concerning the Knox lock box system, please feel free to contact fire department personnel for additional information.

Thank you for allowing us to serve you better through the efforts of this program!

Brent Saunders, Chief	Office (618) 622-1461 Pager (618) 782-0664
Jerry Brewer, Deputy Chief	Cell (618) 410-4122
Craig Schmidt, Assistant Chief	Office (618) 624-4520
Brian Bailey, Captain	Cell (618) 604-1452