



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

To: Property Owners / Building Representatives

Subject: Knox box Entry Systems

You may have received this memorandum and a Knox Company Catalog Authorization/Order Form for one or more reasons. If you have requested this information you are probably already aware of the benefits that the use of the highly secured Knox Box is for the property owner and the Fire Department. Another reason you may be receiving this information is that the Fire Department units have recently responded to your location in which the Knox Box Rapid Entry System would have been favorable in assisting the Fire Department for the service required at the time.

We will be asking you to provide three sets of keys for a single Knox Box at your building's location. If more than one Knox Box is at a building two sets of keys are requested per box. Each set of keys needs to be on a separate key ring. Each key needs to be color coded. The color coding must be highly durable. The keys that should be placed in the box and their appropriate colors are as follows:

- Green – Main entrance and Master Keys
- Blue – Fire Alarm and Reset Keys
- Red – Elevator / Fireman Control Keys
- Yellow – Boiler / HVAC / Sprinkler Rooms Keys
- Black – Other Keys (need to be identified)

Other items that are strongly suggested to be placed in the Knox box will provide assistance to the Fire Department include, but are not limited to:

- Laminated floor plans that include building information such as electrical rooms, fire control rooms, and the alarm system's reset location, etc.
- Laminated cards for after hour's emergency contacts.
- Laminated information that is specific for your building.
- The hoist way elevator rescue keys.

It would be a good idea to gather the keys and other contents for the Knox Box to determine the size needed. The larger the box the more keys and building information will be available to us. Once you have selected your Knox Box system, you may order your Knox box on line or you may fill out the authorization order form and have an individual that is authorized to sign the form. Having a signature from someone from Montgomery County can and will assist you with ordering the proper size, correct location for the box, confirm proper contents for box and prevent the wrong specific key drum for the cover being sent.

Contacting the local fire department can assist with your choices.

2016

AUTHORIZATION ORDER FORM

800-552-5669 • 623-687-2300 • Fax: 623-687-2290 • WWW.KNOXBOX.COM



Effective **January 1, 2016**

16-099654

Section 1 ORDERED BY CONTRACTOR PROPERTY OWNER GOV. AGENCY

COMPANY / AGENCY _____ DATE ORDERED _____

STREET _____ SUITE / BUILDING _____

CITY, ST, ZIP CODE _____

CONTACT NAME _____ P.O. NUMBER (GOV. AGENCIES ONLY) _____

PHONE NUMBER _____ E-MAIL ADDRESS _____

Section 2 ORDER WILL NOT BE PROCESSED Without Authorized Signature

Montgomery Co Emerg Svcs
100 EDISON PARK DR FL 2
GAITHERSBURG, MD 20878-3210

Authorized Agency Signature and Date _____ Print Name Clearly _____
PS-39-0114-04-99
 System Code

IMPORTANT NOTE - Knox® Master Keys are provided to authorized agencies or other registered entities on an as-needed basis solely for use with the Knox Rapid Entry System. No other use of the Knox Master Keys or their associated codes is authorized or permitted. Knox Master Keys and Key Codes associated with the Knox Master Keys and Keyways remain the exclusive property of the Knox Company. Key Codes associated with the Knox Master Keys and Keyways are maintained by the Knox Company in Phoenix, Arizona. For questions regarding this policy, contact Knox at 800-552-5669.

Authorizing Agency Approval Signature Required to Sub-master Items

Check here to Sub-master
 Sub-master fee \$7.00 per keyed item.

Authorized Agency Signature _____

Section 3 PRE-PAYMENT INFORMATION REQUIRED

Check or Money Order made payable to:
KNOX COMPANY Federal I.D. #95-3617858



EXP. DATE (MM / YY)

____ + ____

CARD NUMBER

NAME ON CARD



Credit Card Orders can be FAXED or scanned and emailed to:
orders@knoxbox.com

Cardholder Signature _____

Section 4 ORDER PRODUCT HERE - USE ATTACHED PRICE LIST

Quantity	Part#	Weight Ea.	Price Ea.	Extended Price
____	____	____	\$ ____	\$ ____
____	____	____	\$ ____	\$ ____
____	____	____	\$ ____	\$ ____

Sub-master Fee (if required, \$7.00 ea.) \$ ____

Shipping and Handling \$ ____

Subtotal \$ ____

MD Tax Required \$ ____

Sales Tax \$ ____

Pre-payment Total \$ ____

Ground Shipping & Handling

1 lb. to 7 lbs.	\$15.00	<i>Please call Knox for quote: 75 lbs.+ and/or Alaska, Hawaii, Canada</i>
8 lbs. to 16 lbs.	\$28.00	
17 lbs. to 30 lbs.	\$40.00	
31 lbs. to 50 lbs.	\$50.00	
51 lbs. to 75 lbs.	\$60.00	

Section 5 INSTALLATION ADDRESS - REQUIRED BY AUTHORIZED AGENCY

NEW CONSTRUCTION RETROFIT

BUILDING NAME (WHERE ITEM WILL BE INSTALLED) - PLEASE TYPE ADDITIONAL INSTALLATION ADDRESSES ON A SEPARATE SHEET (REQUIRED BY FIRE DEPT)

STREET ADDRESS (NO P.O. BOXES)

CITY, ST, ZIP CODE

Section 6 SHIP TO ADDRESS IS REQUIRED

SAME AS INSTALL ADDRESS

SHIP TO CONTACT NAME

COMPANY NAME

SUITE

STREET ADDRESS (NO P.O. BOXES)

CITY, ST, ZIP CODE

RUSH?

Call for Rates and Check Box:

Next Day Air 2nd Day Air

O/N _____ OFFICE USE ONLY

REC'D _____

Send this form with payment to:
KNOX COMPANY
 1601 W. Deer Valley Road
 Phoenix, AZ 85027

DETACH HERE TO FAX OR MAIL - DETACH HERE TO FAX OR MAIL - DETACH HERE TO FAX OR MAIL - DETACH HERE TO FAX OR MAIL