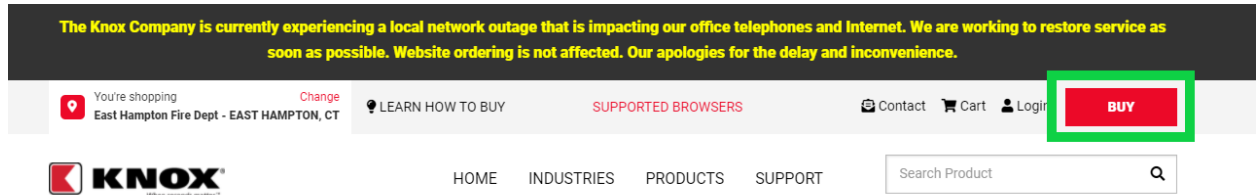




# Ordering a Knox Box

1. Go to [www.knoxbox.com](http://www.knoxbox.com)
2. Select **BUY** on the top tool bar



3. A pop up window will now appear on your screen- fill in your location & East Hampton Fire Dept.

To view products available in your area, select the first responder department/agency that services the physical installation address

Your location  
CONNECTICUT

Local fire department/agency  
East Hampton Fire Dept

Search

**Not ready to buy?**  
I'm estimating - Show me the Product List  
I'm just browsing - Close this Window

**Need assistance?**  
Phone: 800.552.5669 Mon - Fri, 6 AM to 4 PM MST

4. Pop window will now ask you to select the local first responder dept./agency to view products. Click **Select**

Back

**Select the local first responder dept./agency to view products.**

Note: If the department has multiple listings, select the appropriate access program (text in red) to display a set of products available for that program.

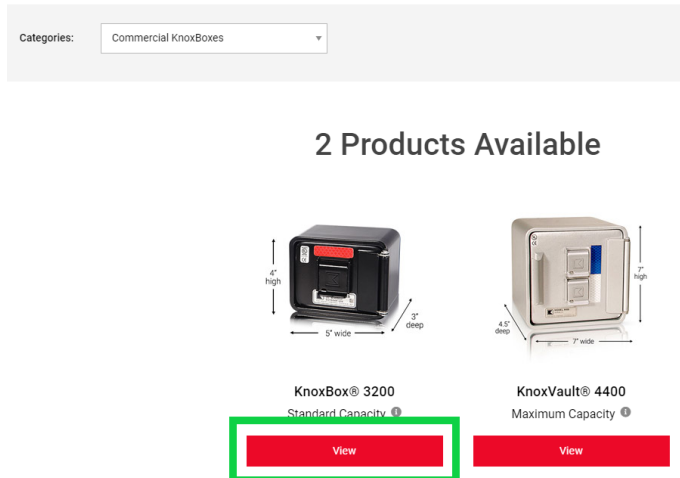
East Hampton Fire Dept  
East Hampton, CT

Select

Have questions? Contact Customer Service at 800-552-5669



5. You will know be viewing the Products page- Scroll Down and select Commercial KnoxBoxes
6. For Most applications the Knoxbox3200 will be sufficient- Choose **View** Commercial KnoxBoxes



7. On this page you will make changes your knoxbox & provide the address where the product will be installed. Once both product details

### Commercial KnoxBoxes KnoxBox® 3200

Standard Capacity Model: 3261

MSRP: \$669

Price: \$429

#### 1. Make Color Selection

1. Color
- ☐ Aluminum
  - ☒ Black
  - ☐ Dark Bronze

#### 3. Tamper Switch Type

- ☒ None
- ☐ Fire Alarm / Panel
- ☐ Security Alarm

#### 2. Select Mount Type. The dept does not care which one you choose.

2. Mount Type
- ☐ Recessed Mount
  - ☒ Surface Mount

#### 3. Select if you would like a tamper switch

#### Installation Address ?

The installation address is where this product will be installed. Do not enter the shipping address here.

Available for:  
East Hampton Fire Dept - EAST HAMPTON, CT

Business Name

Add to Cart

#### Installation Address ?

The installation address is where this product will be installed. Do not enter the shipping address here.

Available for:  
East Hampton Fire Dept - EAST HAMPTON, CT

Business Name

Address Line 1 \*

If applicable, include directional N/S/W/E to the street address

Enter a location

Suite/Apt/Unit

City \*

Country \*

United States

State/Province \*

Select state

Postal Code \*

Phone Number

888-888-8888

Building Number

Ex: Bldg 101

Building Name/Description

Ex: Front Gate

Permit Number

Ordered By \*

Select your industry

Product Usage \*

Select Product Usage Option

Submit

forms are completed select **Submit.**



8. You will be asked to check box confirming correct department selection as there is a \$40 re-key fee. Check the box & **Click Add to Cart**

**Price: \$429**

1. Color  
☐ Aluminum  
☒ Black  
☐ Dark Bronze

2. Mount Type  
☐ Recessed Mount  
☒ Surface Mount

3. Tamper Switch Type  
☒ None  
☐ Fire Alarm / Panel  
☐ Security Alarm

**Installation Address ?**  
The installation address is where this product will be installed. Do not enter the shipping address here.

**Available for:**  
East Hampton Fire Dept - EAST HAMPTON, CT

TEST, test, CT 06424

☒ Please check box confirming correct department selection as there is a \$40 re-key fee

**Add to Cart**

9. You will now be prompted to Login- if you are not a returning customer, you will have to create an account. Fill out the form and click **Register**.

### Returning Customer

If you need help accessing your account, please contact Customer Service at 800-552-5669.

Email Address

Password:

☐ Stay signed in on this computer

**Sign in**

[Forgot Password?](#)

You will need to create an account. Once you have filled out the New Customer Form, Check I agree to the Terms & Conditions and Click Register

### New Customer

If you believe that you already have an account with us, please call Customer Service at 800-552-5669 for assistance.

**Creating a second account could cause significant delays to your order.**

First name: \*

Last name: \*

Email: \*

Confirm Email Address \*

Phone Number: \*

Company (For non-commercial users, please type "Residential"): \*

Password: \*

Password strength: ⓘ

Confirm password: \*

☐ I agree to the [Terms and Conditions](#).

**Register**

10. Once registration is completed, you will be brought to your shopping cart where you can verify the address for installation and quantity. If information is all correct, choose **Checkout**.
11. Checkout- Billing Address – Complete Billing Address Form – Press **Continue**
12. Checkout- Shipping Method- Choose Shipping Option - Press **Continue**



13. Checkout- Payment Information- Complete Form (If organization is tax exempt, be sure to check box) – Press **Continue**
14. Complete Order
15. You will receive the following email:

We are in receipt of your Pre-authorization request.  
Your responding department has ONE MONTH to approve or deny this request.  
You will be notified via email if this Pre-authorization is approved or denied.  
If approved, you will be asked to return to the Knox website to provide payment and shipping information to complete your order.  
Please reply to this email if you have any questions along the way.

Thank you,

[Knox Company](#)  
[www.knoxbox.com/](http://www.knoxbox.com/)  
[orders@knoxbox.com](mailto:orders@knoxbox.com)  
800-552-5669

16. After approval has been completed you will receive an additional email- Click Link to complete your order.

This message is to inform you that your Authorization Request has been APPROVED by the issuing department.

[PLEASE CLICK HERE](#) to retrieve your cart and complete payment information to submit your order.

WARNING - clicking this link will replace any items in your Knox shopping cart with the contents of this approved cart. Be sure to check out before clicking this cart link if you have items for another purchase currently in your Knox shopping cart.

Upon submission of your final order, you will receive an invoice for your purchase and a second email with shipping details once your order has been shipped.

Please reply to this email with any questions you may have.

Thank you,

Knox Company

17. Once you have received and installed the Knox Box please contact the Fire Marshal Office at 860-267-0088 to have the keys placed into the Knox Box and the Knox Box secured.

Only the fire department has the ability to open the Knox Box. The master key is secured in a box in the fire truck. This box can only be opened by dispatch after being request by the Fire Department. The only other master key is in the Fire Chief's possession.

If you have any question in regards to the ordering process please contact the fire marshal at 860-267-0088 or via email at [firemarshal@easthamptonct.gov](mailto:firemarshal@easthamptonct.gov)