

OFFICE LOCATION:  
110 BELL TAVERN ROAD  
PHONE: 610-269-1989  
FAX: 610-269-9183

MAILING ADDRESS:  
110 BELL TAVERN ROAD  
DOWNTOWN, PA 19335



## Knox Box Ordering Instructions – Commercial

1. Go to [www.knoxbox.com](http://www.knoxbox.com)
2. On the right click on the Red “BUY” button.
3. Enter the **Downingtown Bureau of Fire**, 4 W Lancaster Ave, Downingtown, PA 19335 as your local fire department and confirm the selection.
4. Locate **Knox-Box 3200** series and **Select & Configure**.
5. The Tamper Switch, Mounting Type, and Color are all your choice.
6. **ADD TO CART**
7. Fill out the Installation Address information. **IF** the box is a single-unit install at a multi-tenant building then leave the Business Name blank. **IF** the building has a range of addresses then fill in the range under the Building Name/Description. (Example 280-288 Boot Rd.)
8. Save Address and proceed with completing the order.
9. Contact our office at 610-269-1989 **PRIOR** to installing the box on the building to set an appointment with the township fire marshal that will approve the location for the box.
10. Install the box at the approved location and contact the township in order to have the building’s master key secured in the box.

LOCAL GOVERNMENT THE BACKBONE OF DEMOCRACY