

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

MAILING ADDRESS:
110 BELL TAVERN ROAD
DOWNINGTOWN, PA 19335



Knox Box Ordering Instructions – Commercial

1. Go to www.knoxbox.com
2. On the top right click on the **Red “BUY”** button.
3. A pop-up window should open. **Under Your Location** select: PENNSYLVANIA
4. **Under Local Fire Department/Agency** enter the **Downingtown Bureau of Fire**, Downingtown, PA as your local fire department and confirm the selection.
5. **Under Products** select Commercial KnoxBoxes. Choose the appropriate series and **Select & Configure**. The Color, Tamper Switch, and Mounting Type, are all your choice.
6. 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.)
7. **ADD TO CART**
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