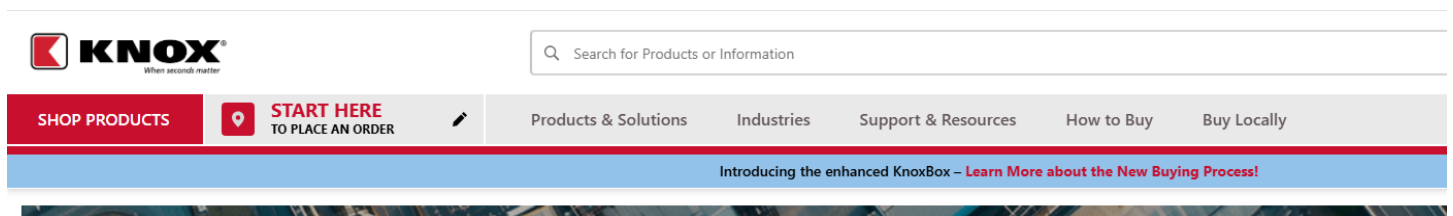


Product Ordering Instructions

Ordering Online: <https://www.knoxbox.com/>

Follow these simple steps:

Step 1: Click on START HERE in the top left-hand corner



Step 2: Type in your home address. Under “Business name” list name of homeowner. Once complete, press “set address”.

A screenshot of the KnoxBox address entry form. At the top, a grey header bar contains a location pin icon and the text "Enter your property's address to connect your order to the responding department or emergency authority." with a close button (X). Below this, the form is titled "Enter the installation address" in red. A sub-header explains: "The installation address is where a product will be installed. (Shipping & Billing address are entered during checkout)." The form contains several input fields: "Business Name", "Address 1", "Address 2", a dropdown for "United States" (set to United States), a dropdown for "Alabama" (set to Alabama), "City", "Postal Code", and "Building Description". At the bottom left, there is a checkbox labeled "New construction build address". At the bottom right is a red button labeled "Set Address". A footer bar at the very bottom says "Have questions? Contact Customer Service at 800-566-9269".

Step 3: Confirm the installation address is correct. Select Fishers Fire Dept (IN) as your registered Knox Box Department. Press Confirm Department

 Confirm Your Department ×

Your Installation Address
6120 Moss Wood Dr, Fishers, IN, US, 46038-2012 [Change Address](#)

Based on your installation address, this may be your registered Knox department or agency.

☒ Fishers Fire Dept (IN)

Or

If you believe the Suggested Department is not accurate, here are the next closest registered departments to your installation address.

- ☐ Indianapolis Fire Dept (IN)
- ☐ Vernon Twp Fire Dept (IN)
- ☐ Buck Creek Twp Fire Dept (IN)
- ☐ Pike Twp Fire Dept (IN)
- ☐ Zionsville Fire Dept (IN)

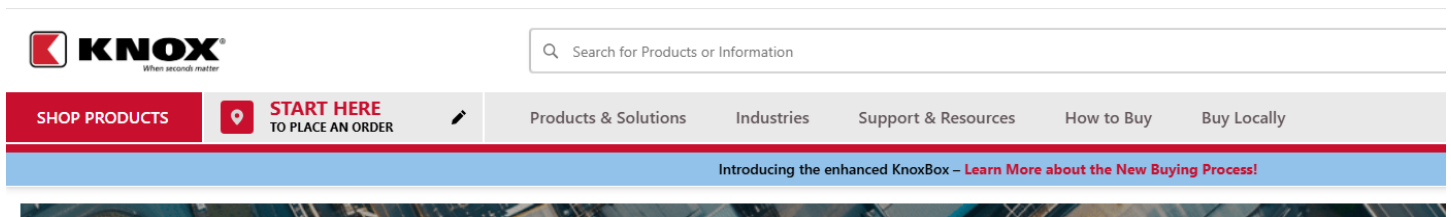
[Confirm Department](#)

Don't see your department? Search by Department or AgencyName

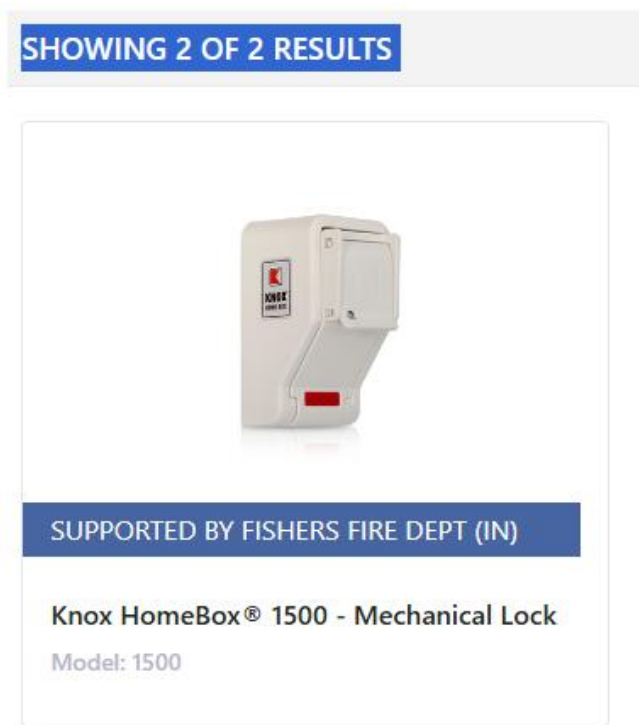
[Search For Your Department](#)

Have questions? Contact Customer Service at [800-566-9269](tel:800-566-9269)

Step 4: You will be directed back to the home screen, and your installation address should now appear on the top left-hand side of the screen. Click on “Shop Products” and select HOMEBOXES under the drop-down menu.



Step 5: Select the Knox HomeBox 1500- Mechanical Lock.



Step 6: Select Knox Box mount type. You will select SURFACE, confirm the installation address is correct, and then click ADD TO CART.

Knox HomeBox® 1500 - Surface Mount

Model: 1501

Price: **\$227.00**

Mount Type

Surface

Backplate

Standard Door Hanger

Security Door Hanger

Step 7: Click on your cart and confirm you have selected Fishers Fire Dept (IN) in the top left corner of the cart. Click CHECKOUT. Click CHECK OUT AS GUEST

CART

Items in cart may require approval by Fishers Fire Dept (IN)

CHANGE DEPARTMENT

[CONTINUE SHOPPING](#)

CHECKOUT

YOUR TOTAL IS \$227.00 FOR 1 ITEM

[Remove all items](#)

Items	Item price	Quantity	Total price
 Knox HomeBox® 1500 - Surface Mount Mount Type : Surface Remove	\$227.00	1	\$227.00
Installation Addresses 6120 Moss Wood Dr, Fishers, IN, US, 46038-2012 1  Add Installation Address			

ORDER SUMMARY

Sub Total	\$227.00
Order Total	\$227.00

Step 8: Begin filling out shipping address information. Under “Address type” select RESIDENTIAL.

Proceed to Checkout

SHIPPING ADDRESS

Address Type *

☐ Commercial ☒ Residential

First Name *

Last Name *

Step 9: On the right side of the screen look for “Permit and Contact Information”. Under “Ordered by” select PROPERTY OWNER. Under “Product Usage” select RESIDENTIAL. Other tabs may remain blank. Scroll down to complete payment and place order.

Order Total

PERMIT AND CONTACT INFORMATION

Permit Number (If Required)

Ordered By *

Product Usage *

Property Owner/Manager's Contact Name

Property Owner/Manager's Phone Number

Once you have installed the Knox Box, please contact **Ashley Heckly (317) 595-3219 or Claire Davis (317) 577-3509** to schedule an appointment to lock your spare key into the box.