



DEPARTMENT OF PERMITTING SERVICES
DIVISION OF FIRE PREVENTION AND CODE COMPLIANCE

Isiah Leggett
County Executive

Diane R. Schwartz Jones
Director

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 provides 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.

Three sets of keys are requested for a single Knox Box. If the building has more than one Knox Box two sets of keys are requested per box. Each set of keys should be on a separate key ring, and each key should be color coded in a manner that is durable. The following is a list of color coded keys that should be placed in the Knox Box:

- 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 will provide assistance to the Fire Department, and are strongly recommended for the Knox Box, 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.

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 the Knox Box system is selected, it can be ordered on line or by filling out the authorization order form and have an authorized individual sign the form. An authorized individual from the local Montgomery County fire department can and will assist with identifying the proper size, correct location, proper contents, and proper key drum for the box.



255 Rockville Pike, 2nd Floor, Rockville, Maryland 20850 | 240-777-2457
www.montgomerycountymd.gov/permittingservices



2016

AUTHORIZATION ORDER FORM

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

16-054019

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 Fire Marshal
255 ROCKVILLE PIKE FL 2
ROCKVILLE MD 20850-4186

Authorized Agency Signature and Date
PS-39-0114-04-99

Print Name Clearly

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 _____

Cardholder Signature

Section 4 ORDER PRODUCT HERE - USE ATTACHED PRICE LIST

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

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

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 _____

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 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

OFFICE USE ONLY

O/N _____

REC'D _____

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

About the Knox Company

Since 1975, Knox has been manufacturing high security key boxes, key vaults, armored cabinets, key switches, padlocks, master key retention devices, narcotics drug lockers and locking FDC plugs and caps. This proven rapid entry system reduces response time, property damages and the liability for lost keys. More than 13,500 fire departments, military installations and the communities they serve depend on Knox products and services.

Knox-Box® 3200 Series

Holds up to 10 Keys



#3275 Recessed

Knox® 2.5" FDC Plug

With Swivel-Guard™



#3041

Knox® Padlock



#3772

#3770

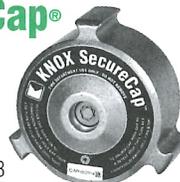
Knox-Vault® 4400 Series

Holds up to 50 Keys



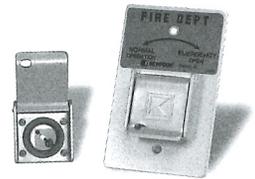
#4444 Recessed

Knox® SecureCap® Standpipe/ Hydrant Cap



#4043

Knox® Key Switch



#3501

#3502

ORDER TERMS AND CONDITIONS

NOTICE: When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

As used in this Order Terms and Conditions (the "Agreement"), the words "you," "your," and "customer" each mean the person or entity named on the face of this form as the Customer or Buyer. The words "we," "our," and "Knox" each mean Knox Associates, Inc. d/b/a The Knox Company, an Arizona corporation, with a place of business located at 1601 W. Deer Valley Road, Phoenix, Arizona 85027. The words "Equipment" or "Product" mean the products ordered under this agreement.

- This Order is based upon these terms and conditions of this Agreement. *Knox rejects any and all other terms and conditions of sale proposed or discussed by the parties in connection with this Order or the resulting transaction. This Agreement shall constitute the entire and exclusive contract of sale between you and Knox, and any additional or different terms in any purchase order, counteroffers, or where ever contained are objected to and rejected.*
- All orders for Products are subject to availability. We reserve the right to reject any order for any reason. We will use all reasonable efforts to deliver Products by a requested delivery date. However, delivery dates are approximate and we are not liable for delays in delivery for any reason.
- Subject to payment in full, title to purchased Products will pass to you, FOB our shipping dock.
- Before shipping Products to you, we will perform our standard factory inspection and acceptance tests on the unit, and satisfactory completion of inspection will constitute your acceptance of the unit. At your request, we will certify in writing our completion of inspection tests.
- You shall pay all amounts due according to the payment terms on the face of this form, in United States dollars, delivered to us at the address stated on the invoice or as otherwise required by us. If you fail to pay any charges when due, in addition to such overdue amounts you shall pay a late-payment charge on the unpaid balance equal to the lesser of 1.5 percent per month or the lawful maximum. You have no set-off rights.
- We warrant that Products ordered and subsequently sold to you under this Agreement will conform to the published specifications for the Product and limited to the warranty period specified by Knox for that Product on the date the product was shipped. We reserve the right to make changes to our products and have no obligation to alter previously purchased products. Our sole obligation to you and your exclusive remedy under this warranty is as follows: a) We will repair or replace without charge Products found to be defective so long as you return the Products to us, freight prepaid, to our service center in Phoenix, Arizona. b) We will not be required to ship a replacement until we have confirmed through our examination that your item is in fact defective. We will pay freight costs to ship any repaired or replacement unit to you. If we are unable within a reasonable time to repair or replace your item, then you will be entitled to the refund of your purchase price. c) This warranty does not apply to any unit which we determine has been subjected by you or another party to (1) operating or environmental conditions in excess of our written specifications or recommendations; (2) damage, misuse or neglect; (3) improper installation, repair, modification or alteration; or (4) use for which it was not intended or designed. This warranty also excludes expendable items, such as lamps, fuses, or other parts which fail from normal use. This is our only warranty for Products. The above warranties and remedies shall become null and void in the event the Product has been or is currently being used by any person other than the original purchaser or if the Product has been or is currently being used at a location other than the original installation address. **KNOX EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, GUARANTEES OR REMEDIES – WHETHER EXPRESS, IMPLIED, OR STATUTORY – INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** We also disclaim any implied warranty arising out of trade usage or out of a course of dealing or course of performance. And in no event shall our liability to you exceed the limitations specified in Section 12.
- You agree that the Knox Product ordered will be used only with the Knox Master Key issued to the Authorized Agency designated on this Order Form.
- You acknowledge that the lock code and lock core in the Knox Product as delivered by the Knox Company may not be modified or altered in any manner except with the express authorization of the Knox Company.
- You acknowledge that if you or any party on whose behalf you are acting alters, modifies or tampers with the Product or takes any action that compromises the Product's ability to be accessed with the Authorized Agency's Master Key, the Knox Company may have the right to demand that the Product be removed from use, and

that you indemnify and hold the Knox Company harmless from any claims or losses resulting from the such alteration or modification of the Product.

- You acknowledge that all right, title and interest in all patents, copyrights, trademarks, trade dress, trade secrets and other intellectual property embodied within, covering or in any way regarding the Products is owned exclusively by Knox, or its licensor(s), and all rights with regard to such intellectual property are reserved. You represent, warrant and covenant that you will not claim any right, title or interest in, or use, any such intellectual property, including any and all codes to keys, keyways and keywrenches all of which remain exclusively the property of Knox or its licensor(s), and that you will not bring any suit or proceeding in an attempt to invalidate or claim any such intellectual property rights.
- Neither Knox nor you will be liable to the other for any delay or failure to perform if that delay or failure results from a cause beyond its reasonable control.
- Your exclusive remedies concerning our performance or nonperformance are those expressly stated in this Agreement. *Under no circumstances will Knox be liable for procurement costs, lost revenue or profits, loss of data, or for any other special, incidental or consequential damages, even if they were foreseeable or you have informed us of their potential.* And we will not be liable for any damages claimed by you based upon any third party claim. *Our total liability to you for your damages under this Agreement will not exceed the price you paid to us for the unit of Products at issue in your claim.* This limitation will apply regardless of the form of action (i.e., whether the lawsuit is in contract or in tort, including negligence.) *Because some states do not allow exclusion or limitation of liability for consequential or incidental damages, in such states Knox's entire liability is limited to the full extent permitted by law.*
- You shall indemnify and save Knox harmless from all claims, losses, damages, expenses (including reasonable legal fees) and liability resulting from or in any way connected, directly or indirectly, with a breach of your obligations under this Agreement, third party claims, or with the possession, handling, sale or use of the Products or goods made from the Products delivered hereunder.
- You will be invoiced and will pay all sales, use, excise, and other taxes on Products unless exempt under law or you furnish us with a valid resale or exemption certificate. The reporting and payment of all taxes for Products is your sole responsibility. You will also be responsible for all transportation costs, insurance charges, customs duties, and loss or damage settlements. Our prices for Products do not include such taxes or charges; where applicable, they will be added to your total invoice amount. You will not be responsible, however, for taxes levied against us based upon our net income or net worth (franchise taxes).
- If for any reason we are unable to supply the total demand for Products specified herein, we may in our sole discretion distribute our available supply of Products among our customers, and we shall have no obligation to purchase supplies of the goods from third parties to enable us to perform our obligations to you under this Agreement.
- This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona without resort to conflict of laws rules. Each party irrevocably agrees that any action, suit or other legal proceeding against them shall be brought in a court of the State of Arizona or in the United States District Court for the State of Arizona. By execution and delivery of this Agreement, each party irrevocably submits to and accepts the jurisdiction of each of such courts and waives any objection (including any objection to venue, enforcement, or grounds of forum non conveniens) which might be asserted against the bringing of any such action, suit or other legal proceeding in such courts. In the event any proceedings are commenced to enforce or construe this invoice or the goods or services related thereto, then the prevailing party in such proceedings shall be entitled to its reasonable attorney fees thereby incurred. In the event a judgment is entered in such proceedings, it is agreed that said judgment shall provide that the prevailing party shall be entitled to recover all attorney fees reasonably incurred in enforcing said judgment.
- This Agreement represents the entire agreement between us regarding this Order and Products we are to sell to you under it. The parties specifically disclaim the application of the United Nations Convention on Contracts for the International Sale of Goods. It also supersedes all previous oral or written communications between us regarding its subject matter, and it may not be modified or waived except in writing and signed by an officer or other authorized representative of each party. If any provision is held invalid, all other provisions shall remain valid, unless such invalidity would frustrate the purpose of our Agreement.