



**CITY OF SANTA MARIA
FIRE DEPARTMENT**

TO: ALL INTERESTED PARTIES
FROM: FIRE CHIEF
RE: **KNOX ORDERING INFORMATION**

The Knox Box is a secure form of entry into businesses and the Knox FDC caps provide tamper-free security for your fire sprinkler system. Both of these items provide access by the Fire Department in the event of an emergency.

Effective January 1, 2019, Knox does not accept or provide paper authorization order forms. All orders must be placed online at the Knox web site only. Please follow the steps below to order a Knox product:

1. Go to www.knoxbox.com click the [BUY](#) button
2. Enter **Santa Maria** in the department name section and click SUBMIT.
3. Select Santa Maria Fire Dept and click [SELECT DEPARTMENT](#).
4. After you have placed your order our department will receive an e-mail to approve the purchase.
5. Once we have approved the purchase you will be able to pay for your order.
6. The order will be shipped directly to you.

The Knox products are normally shipped within 7 to 10 business days. If you need the item(s) more quickly, you may contact the Knox Company and ask about the rates for Next Day and 2nd Day Air.

If you have any questions, please feel free to contact our office (805) 925-0951 Ext. 2255.

FIRE CHIEF
Santa Maria Fire Department