

KNOX PROGRAM REGISTRATION FORM

PROGRAM REGISTRATION

Completion of this form provides the Knox Company with the information required to complete your rapid access program's registration process. A system code and a restricted lock code will be assigned to your department/agency.

Preprinted authorization forms with your department/agency name and system code will be provided to assist with implementing your rapid access program. In addition, outreach and resource materials are available for ordering at no charge.

Change Notice

Changes in authorized signatures must be submitted to the Knox Company using the change request form, or a letter on your department/agency's official letterhead with an authorized signature.

Statement of Authority

An authorized signature on this form denotes the person(s) listed are authorized to order products (i.e. Master Keys, Key Vaults, etc.) from the Knox Company; and that the Knox Company may accept the authorized signatures on this form and rely on their accuracy when fulfilling orders submitted by your agency/department.



PROGRAM OPTIONS			
Department/Agency Name:		Date:	
Street Address:		Phone: ()	
Mailing Address:		Fax: ()	
City:	County:		Size of Population:
State:	Zip Code:	Email:	
Keys can be shipped prior to product shipping: Yes No			Signature:
KNOX PROGRAM COORDINATOR			
All correspondence and materials will be sent to your department/agency's Knox Program Coordinator.			
Name:		Title:	
Email:		Phone: ()	
KNOX SYSTEM SHARED			
Are you requesting a shared rapid access system with a currently registered department/agency? Yes No			
If yes, what is the name of the departments/agencies? _____			
If sharing a keyway, a signed letter from the fire department that it is being shared with is also required.			
PROGRAMS AVAILABLE FOR REGISTRATION (Check all that apply)			
ORDERING OPTIONS			
Express Ordering			
With Express Ordering, customers within a department/agency's defined jurisdiction may purchase Knox products, keyed to that department/agency's system code without providing notice or securing pre-approval.			
eApproval Ordering			
eApproval Ordering allows departments/agencies to review and approve (or deny) products selected by property owners prior to purchase to confirm that products should be keyed to the assigned system code. Once approved, customers then return to the Knox website to complete their transaction.			
Program:	Express Ordering:	eApproval Ordering:	
Boxes <small>(This is a required field)</small>			
HomeBox*	<input checked="" type="checkbox"/>	N/A	
FDC*	<input checked="" type="checkbox"/>	N/A	
*FDC and HomeBox programs are only offered as Express Ordering			
FDC SPECIFICATIONS			
Knox may require your thread specifications and a male/female thread sample to confirm the correct fit. Sample will be returned upon request.			
Our department uses National Hose (NH) thread: Yes No (Formerly called National Standard Thread - NST)			
If No, please specify thread size: OD (Outside Diameter) X TPI (Threads Per Inch) (OD X TPI)			
KNOX SYSTEM REQUIREMENTS			
Please order the exact number of Knox Mechanical Master Keys and/or Knox FDC Wrenches that your department/agency anticipates needing to provide an adequate inventory. With an authorized signature, additional keys or wrenches can be ordered any time at no charge.			
Number of Master Keys Required: _____			
Number of Knox FDC Wrenches Required: _____			
<i>Remember to include in your total any FDC Wrenches required by your automatic/mutual aid departments.</i>			
AUTHORIZED SIGNATURES			
Authorized signatures are required to order additional Knox Master Keys or Knox FDC Wrenches, delete or add names/authorized signatures, or to request an installation address list.			
PRINT NAME AND TITLE		AUTHORIZED SIGNATURE	

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BUSINESS ENTITY			
Please select one:	Federal	State	Local
Canadian Government	Commercial	Tribal Government	Other: _____
BUSINESS REQUIREMENTS			
Are you tax exempt?			
Yes (please fax or email to Knox, fax: (623) 689-2309 email: tax@knoxbox.com)			No
Do you require a purchase order?			
Yes, hard copy (please send to Knox)		PO# ONLY	
No, Knox requires you to sign a sales quote for all orders \$750.00 and above before an order can be processed			
New York and New Jersey Customers ONLY. Do you require a voucher?			
Yes, original voucher with Knox Claimant's original signature (returned)		Yes, fax or email voucher with Knox Claimant's original signature	
Yes, fax or email with Knox Claimant's signature		No voucher required	
How do you want to receive your invoice?			
Email (provide email if different from A/P):			
Mail (provide address if different from A/P):			
ACCOUNTS PAYABLE CONTACT			
First and Last Name:			
Phone: ()	Fax: ()	Email:	
Company Name:			
Address:	City:	State:	Zip Code:

TERMS AND CONDITIONS OF USE

In order for the Knox Company to maintain integrity of the Knox System, Knox requires that all persons who use Knox Master Keys be bound by the following "Terms and Conditions of Use." Therefore, each person signing the reverse side of this sheet agrees that:

- a. All Knox Master Keys delivered to the department/agency shall remain the sole and exclusive property of the Knox Company, and may only be used in accordance with these Terms and Conditions of Use.
- b. The Knox Master Key is a security device and access to the Knox Master Key must be controlled within the department/agency. The person(s) signing this form are authorized signatories for the Knox Rapid Access System and are authorized to request that Knox provide Master Keys to the department/agency. Such persons should make every reasonable effort to protect against improper use or loss of Knox Master Keys. Knox shall not be liable for any improper use of the Knox Master Keys or any damages resulting therefrom.
- c. Department personnel should not release the Knox Master Key to any unauthorized person or department/agency. Signatories shall notify users of these Terms and Conditions of Use.
- d. It is recommended that all Knox Master Keys be kept in a secure place and maintained in good condition.
- e. If a department/agency wishes to discontinue the Knox Rapid Access System, all Knox Master Keys shall be returned to the Knox Company.
- f. Notification must be given by the department/agency of loss, theft, damage or destruction to any Knox Master Key in a timely manner, in order that records may be kept accurately for the total number of Knox Master Keys distributed to the department/agency and to allow Knox an opportunity to take whatever steps it deems necessary to protect the Knox Rapid Access System.
- g. Knox Master Keys may not be duplicated or altered in any way. The Key Codes associated with Knox Master Keys and KeyWays remain the exclusive property of the Knox Company.
- h. Knox Master Keys are provided solely for authorized use with the Knox Rapid Access System. No other use of the keys or their associated codes is authorized or permitted.
- i. Knox Master Keys and their associated codes may be used only with product manufactured by the Knox Company. Use with any other products is prohibited.
- j. Tampering with or altering key codes in Knox Products without expressed authorization from the Knox Company is prohibited.
- k. Department/agency shall not provide Knox installation database access to any non fire department or law enforcement personnel, unless required by law.
- l. These Terms and Conditions of Use are defined to help ensure the dependability of the Knox Rapid Access System over its lengthy expected life. Failure to comply with these Terms and Conditions of Use may result in a system more vulnerable to misuse, both intentional and unintentional. Therefore, the Knox Company reserves its rights to cancel the respective Knox Rapid Access System registration and support, which include the efforts required to maintain and control the registered key code/section for the department/agency.
- m. The undersigned, being duly authorized representative of the company/department/agency named above, agrees that I am authorized to sign on behalf of the company/department/agency, bind the company/department/agency to legal obligations, including payment for all orders, and that the information provided herein is accurate and correct.
- o. Terms are Net 30. Past due balances may be assessed a finance charge of 1.5% per month. Customer accepts liability for all collection fees and court cost related to collection of delinquent accounts. All payments must be in U.S. Dollars only. In the event any balance is past due, this may result in a delay of any further products being sold to the Purchaser until account is paid in full. We do accept Check, Money Order, Visa, Mastercard, American Express, Discover and ACH.

