



# *Humble Fire Marshal's Office*

*110 W. Main St., Humble, Texas, 77338  
Phone- (281) 446-4928 Fax- (281) 446-3960*

## **KNOX® ONLINE Ordering**

Knox® products can now be ordered online. Conventional paper forms will continue to be available for businesses that do not wish, or are unable to order online. To order online, go to [www.knoxbox.com](http://www.knoxbox.com) and perform the following steps:

### **Step 1**

Go to the left side of the page, Click the "Products/Place Order

### **Step 2**

On the next screen, enter "Humble" in the "Department Name or City" box and press "Search".

### **Step 3**

Click "Select" under the Humble Fire Marshal logo, "Humble City Fire Marshal's Office, 110 W. Main St., Humble TX, 77338"

### **Step 4**

When the next page appears, Verify "Humble City Fire Marshal's Office" is the department listed on top; click the "Proceed with Pre-Authorization Order" button at the bottom of the page.

### **Step 5**

Click on the options that you desire. The most commonly ordered options are:

- Color: Your Choice
- Door Type: Hinged Door
- Mounting: \*Surface or Recessed Mount
- Tamper Switch: No Tamper Switch Required

\*The most commonly ordered box is the **Knox® Box 3200 series**, which holds up to ten (10) keys. However all larger facilities (e.g., schools, apartments, hospitals, etc.) are required to install either the **4100 (24 Keys)** or a **4400 (50 Keys)** Series. Facilities with Elevators are required to install the **Knox® Elevator/Lobby Box** housing 2 elevator keys and up to 30 override keys. All controlled gate access entry are required to install **Model 3502-Knox Key Switch**.

\*For new masonry buildings under construction, we recommend a Recessed Mount for increased security.

### Step 6

Select the appropriate product and click “ADD TO CART”

### Step 7

Next page requires you enter your business name and address. When complete click “Save Address”

### Step 8

If you have not yet setup an online account with Knox®, you will be asked to do so at this time. Once the submission is complete, you will receive an email confirming receipt of your request. (If you do not receive this email within 5 minutes of submission, contact Knox® Customer Service 800-552-5669)

### Step 9

Once Humble Fire Marshal’s Office has approved your submission, you will receive another email with an approved shopping cart link. Click the link (or cut and paste in our search engine) and follow the online instructions to complete your purchase.

**\*\*Your order is not final until you complete this last step.**

**\*\*You may contact the Knox Company at 800-552-5669 with any questions.**