

TERRY M DeGUENTZ, AAS, NREMT-P

Fire Marshal
Juvenile Firesetter Intervention Specialist II

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636-256-2000 ext 3506



Station #1 and Administration
223 Henry Avenue, St. Louis, MO 63011
636-256-3236

Station #2
13790 Manchester, St. Louis MO 63011
636-256-3242

Station #3
13443 Clayton Road, St. Louis, MO 63131
636-256-2033

HOW TO ORDER A KNOX RAPID ENTRY DEVICE

1. Choose the device that you would like to order from the back of the Authorization/Order Form. For businesses we recommend a hinged lock box model 3261 or 3270. For residential applications any of the 1650 series. If you have the need for 8 keys or more a large vault the model 4444 or 4413 may be appropriate. Please review the details on these models. If you are purchasing a **padlock** for a **gate or dry hydrant storage unit**, we recommend the **3753** or **3754** steel padlock. If you are purchasing a **key switch** for an electrically operated gate, we recommend the **3502** key switch.
2. On the front of the Authorization/Order Form, fill in Sections 1, 3, and 4, which are self-explanatory. Be sure to complete all the information needed:
 - a) Quantity of devices ordered.
 - b) Part number from back of form.
 - c) Price per item and total price.
 - d) Add the fee for shipping & handling. (calculated by weight)
 - e) Total the amount and enter in the proper box.
3. Accepted payment method is by check or credit card. Make the check **payable to the Knox Company**, in the amount shown in the "total" (payments by credit card will expedite the process).
4. Mail or bring the check and completed Authorization/Order Form to the West County EMS & Fire Protection District at 223 Henry Avenue. We will complete Section 2 "Authorized Fire Agency Signature". The order form must sign before the Knox Company will process your order. We will mail the form and your check to the Knox Company.
5. Knox Company will send the Knox Device to you at the address you indicated on the form. Please call us before you install the key switch. We will meet you at your location, and assist you in finding the most advantageous location. Once the switch is installed, we will need to test the switch. If you ordered the padlock, you will need us to meet you to "unlock" the padlock and then install it on the gate or dry hydrant storage unit.

Please call me at 636-256-2006 if you have any questions.

Sincerely,

Terry M. DeGuentz
Fire Marshal

West County EMS & Fire Protection District
223 Henry Avenue, Manchester, MO 63011-4017
Business No. (636) 227-9350 Fax No. (636) 227-5931 www.wescofire.org