



# CITY OF MADISON FIRE DEPARTMENT

## Fire Prevention Division

325 W. Johnson St., Madison, WI 53703-2295

Phone: 608-266-4484 ♦ FAX: 608-267-1153

## Options for Ordering Lock Boxes

### Directions for Capital Lock, Inc.:

- Fill out all sections of the Authorization/Order Form. These must be filled out completely.
- There are four ways to order:
  1. **EMAIL** ordering at [secure@capitallock.com](mailto:secure@capitallock.com)
  2. **PHONE** your order, 608-256-LOCK[5625]
  3. **FAX** 608-255-5625
  4. **MAIL** your order & payment to:  
Capital Lock, Inc.  
1302 Regent St.  
Madison, WI 53715
  5. **SAME DAY PICK UP AT CAPITAL LOCK**
- Payment in full must accompany the Authorization/Order Form (unless you have an account with Capital Lock) by check or charge card. Make check or money order payable to Capital Lock, Inc. It is assumed that you will pick up the box(s) at Capital Lock. *If you need them shipped, please add \$12.00 per box.*

### Directions for Knox Company:

- Fill out sections 1, 2, 3 and 4 of the Authorization/Order Form. These Sections must be filled out completely.
- There are four ways to order:
  1. **ONLINE** ordering at: [www.knoxbox.com](http://www.knoxbox.com)
  2. **PHONE** your order, toll-free to: 1-800-552-5669
  3. **FAX** your order form to: 949-252-0482
  4. **MAIL** your order & payment to:  
The Knox Company  
17672 Armstrong Ave.  
Irvine, CA 92614-5728
- Payment in full must accompany the Authorization/Order Form. [Check, money order, or credit card information]. Make check or money order payable to: The Knox Company. *Be sure to include shipping and handling charges in the total amount.*

If you have any questions about the lock boxes, please call (608) 266-4484 and ask to speak to a Fire Prevention Officer.

Visit our website at:

[www.madisonfire.org](http://www.madisonfire.org)