



## Smoke Alarm Request and Receipt Form

Fire Department: \_\_\_\_\_ FDID: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Number of alarms requested: \_\_\_\_\_

Address: \_\_\_\_\_

Delivery option:      FedEx Delivery (1-2 weeks)      SFMO Delivery (4-6 weeks)

Organization Administrator: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_ Have you taken the online training class (Y/N): \_\_\_\_\_

Please email this form to Ali Fontana at [Alexandra.Fontana@tn.gov](mailto:Alexandra.Fontana@tn.gov)  
*Allow 1-2 weeks for FedEx Delivery and 4-6 weeks for SFMO Delivery  
(from the day the request is processed and approved).*

---

### To be completed upon delivery:

Delivered to: \_\_\_\_\_ Signature: \_\_\_\_\_

Number of alarms received: \_\_\_\_\_ Date of delivery: \_\_\_\_\_

Must be installed by: \_\_\_\_\_

---

### For administrative purposes:

Date received: \_\_\_\_\_ Transaction ID: \_\_\_\_\_

Needs training?: \_\_\_\_\_ Missing alarms?: \_\_\_\_\_

Number of alarms unaccounted for: \_\_\_\_\_

Date contacted: \_\_\_\_\_ Notes: \_\_\_\_\_

Date contacted: \_\_\_\_\_ Notes: \_\_\_\_\_

Date ready for delivery: \_\_\_\_\_

Notes: \_\_\_\_\_