

# Lockbox Procedures – PLEASE READ!

No walkup pick-up; all orders must be emailed in advance.

## How do I get a lockbox?

- Email [support@greateralmls.com](mailto:support@greateralmls.com) with a request.
- Provide the following information for all lockboxes:
  - Shackle Code for lockbox
  - # of lockboxes needed
  - Name
  - Number

## When will my lockbox request be ready for pickup?

- Orders received by 12:00 noon, will be ready for pick-up the same day after 1:00 PM.
- Orders received after 12:00 noon, will be available for pick-up the following day after 1:00 PM.
- Lockboxes will be shackled to the right side of the bench, at the front entrance of the BAR/GALMLS entrance.
- Use the shackle code provided in your email for your order.

## Want to return a lockbox?

- Lockboxes can be dropped off 24/7.
- Email [support@greateralmls.com](mailto:support@greateralmls.com) with the serial numbers you are returning, so we can remove them from your account.
- Shackle the lockbox to the left side of the bench, where labeled “Return”. Bench is located at the BAR/GALMLS entrance.



Lockboxes located at the entrance of BAR/GALMLS.