

## IMPORTANT NOTE:

Customers are required to contact local post office before installing the mailbox to ensure its correct placement and height at street.

Generally, mailboxes are installed at a height of 41-45 inches from road surface to inside floor of mailbox or point of mail entry (locked designs) and are set back 6-8 inches from the front face of curb or road edge to mailbox door.

## To Facilitate Installation:

Completely assemble entire mailbox unit. Dig hole approximately 16 in. deep with post hole digger or shovel and install box using either wet or dry mix of concrete. Level box not post, with a slightly forward angle. Some temporary support may be necessary while concrete sets.

- 1 Bolt number plate to top of mailbox. For newspaper holder option, use 6" straps to attach newspaper holder to mailbox. Back of newspaper box and mailbox should be flush.
- 2 Bolt scroll support (A) to bottom of mailbox.
- 3 Place top two bolts in post and box, do not tighten.
- 4 Lift front of mailbox to place scroll support dowel pin onto post.
- 5 Attach lower bolts and tighten all.
- 6 Place assembled post into hole, line up box with curb, and add concrete.
- 7 If needed, drive a stake into ground 3 or 4 feet behind post. Tie a string from stake to top of post to keep unit plumb.

