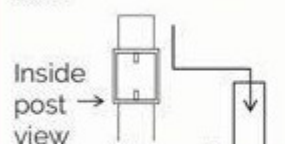


## STEP 1

Slide the internal key into the provided slots

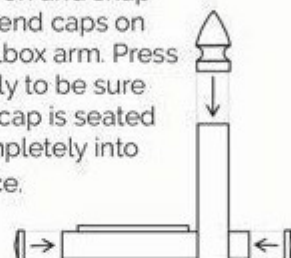


## STEP 2

Screw the provided (4) 2 1/4" stainless steel screws through the mounting plate and into the arm. Use predrilled holes.

## STEP 3

Press the top cap on and snap the end caps on mailbox arm. Press firmly to be sure the cap is seated completely into place.

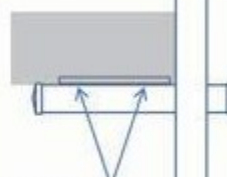


- If the mailbox post system you purchased comes with other options, please see

**Optional Accessories** before continuing to **STEP 4**

## STEP 4

Mount the mailbox using the provided (4) 1/2" screws (black or white, depending on the mailbox color) and predrilled holes.



Two on each side.

## STEP 5

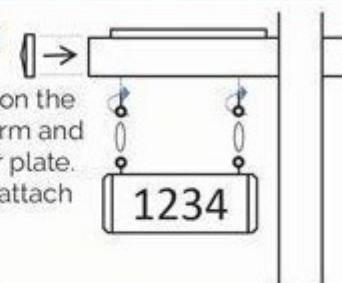
See back of card for installation instructions.

## Optional Accessories

Depending on model, these may or may not apply.

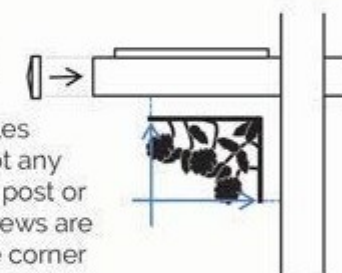
### Hanging Number Plate

Screw the (2) eyebolts into the predrilled hole on the bottom of the mailbox arm and (2) eyebolts into number plate. Use the Safety Rings to attach the number plate to the mailbox system.



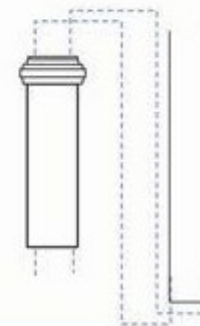
### Decorative Bracket

Using the 2 provided 1.25" screws fasten the rose bracket in place using the pre-drilled holes on bracket. There are not any pre-drilled holes on the post or cross arm. Note: The screws are self tapping screws. The corner is secured by a 3/4" self-tapping (black or white, depending on the bracket color)



### Decorative Base

Slide the decorative base onto the post. Do not fasten in place. This piece is designed to float on the post so that the overall system can be installed into the ground at the proper height.



**Congratulations!** You are now ready to install your new mailbox post. If you have any questions please feel free to call us at **770-719-8922** and we will be glad to help.

**[www.4everproducts.com](http://www.4everproducts.com)**

## Installation Instructions - Direct Burial

1. Chose the location for your new mailbox. Typically the homeowner will want to install the new mailbox in the same location as the old one. Postal regulations require that the front of the mailbox be located 6 to 8 inches from the curb / street.

2. Determine the required depth of the hole for your new mailbox by calculating the amount of post that will be buried. When installed the height of your mailbox should be 41 and 45 inches from the street to the bottom of the mailbox to meet postal regulations.

3. Begin digging a hole for your new mailbox using post hole diggers or a narrow shovel. Laying a tarp on the ground to collect the dirt from your new hole makes cleanup much easier. The diameter of the hole should be approximately 10-12 inches. Continue digging until you reach the correct depth based on you calculations in step 2.

4. Insert the new mailbox post into the hole so that it is centered. Confirm the bottom of the actual mailbox is 41 and 45 inches from the street level.

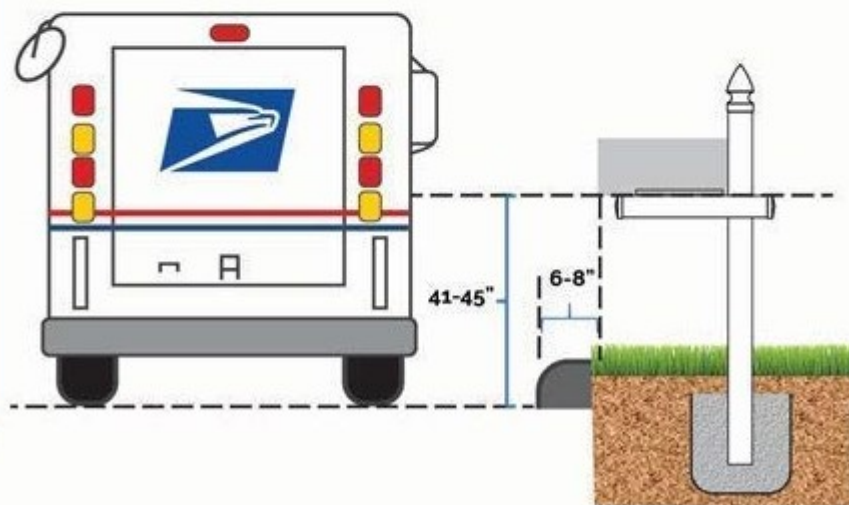
5. If you would like to use concrete (30-60lbs), begin pouring dry concrete mix into the hole, equally distributing it around the post. After pouring 1/3 of the concrete into the hole apply the level to the mailbox post and adjust so it is level in all directions. Use a stick to poke the concrete mix so all air pockets are filled. Apply another 1/3 bag of mix into the hole and repeat the leveling, adjusting and poking procedures. At this time, apply approximately 6 cups of water to the concrete mix in the hole. The concrete will eventually absorb moisture from the ground and fully cure, but adding the water will help speed up this process.

Apply concrete until the concrete is about 5 inches below ground level. Repeat the leveling, adjusting and poking procedures. Add another 6 cups of water to the concrete mix in the hole and allow it to soak into the mix.

6. Fill the hole to ground level using the dirt from digging the hole. The concrete will begin setting within an hour and will completely cure in a few days.

**Optional Step:** Some customers like to add additional support by adding a 4x4 wooden post insert. If you decide to add the wooden insert, simply slide it into the vinyl post and secure it using a screw. After securing the wooden insert, follow the installation steps detailed on this card. **NOTE: This is not required as we use structural vinyl or our mailbox posts.**

### Mailbox Installation Requirements



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Have more questions, call us at **877-902-4150**  
or visit our website at **[www.4everproducts.com](http://www.4everproducts.com)**.



# Two Methods of Installation:

**Direct Burial** - Simply dig a hole and place post in hole and secure with dirt or 40 lbs of concrete. *This is the standard and recommended approach.*

**For additional stability some customers use a Reinforced Direct Burial Option.**

Simply slide a 4 x 4 wooden post into the vinyl post for added stability.

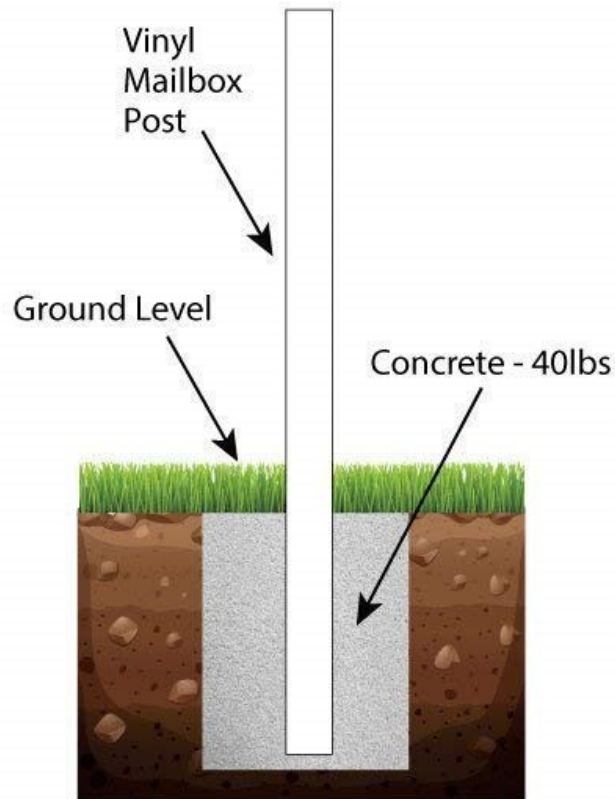
Dig a hole and place post with 4 x 4 wooden post in the hole.

Secure with dirt or 40 lbs of concrete.

Hole depth should be between 18-30" depending on the customer's preference on mailbox height.

If you have need to shorten the mailbox post to achieve your desired mailbox height, you can easily cut the material with a standard hand saw used for wood.

## Direct Burial Installation



## Reinforced Direct Burial Option

