



POST INSTALLATION

Tools and/or Materials Required (not provided):

- Shovel or posthole digger
- Concrete mix and gravel (optional)
- Level
- ½ inch open/box end wrench or socket set.

Note: Fastening hardware is included. Other tools/materials/hardware may also be necessary depending upon actual installation.

Installation Procedure:

- 1) General Installation Requirements: Customers are required to contact the local Post Office before installing the mailbox to insure its correct placement and height at the street. Generally, mailboxes are installed at a height of 41–45" from the road surface to inside floor of the mailbox or point of mail entry (locked designs) and are set back 6–8" from front face of curb or road edge to the mailbox door.
- 2) Dig a hole for the in-ground mailbox post. Hole should be approximately 6" in diameter and 24–28" deep. Use level to straighten pole, back fill hole and tamp dirt as needed. (Note: "Quick Crete" or concrete may also be used) Check the alignment of the holes for the Side Mount Post only.
- 3) Periodically check the vertical alignment of the post with level when back filling or as the concrete is curing. When back fill tamping is complete, or concrete is cured, you are now ready to mount the mailbox to the post.
- 4) Place the plate on top of the post with the folded sides of the plate facing away from the mailbox.
- 5) Place the mailbox on top of the plate, line the holes up and screw in a bolt from the bottom inside of the mailbox.
- 6) For Side mount post, install the shelf in the lower holes on the post with the flat side facing up. Be sure to knock out the holes of the mailbox on the side that will be mounted to the post.
- 7) Place mailbox on shelf, line up the holes on the side of the mailbox and screw in a bolt, do not tighten. Line up the other holes and screw in the bolts. Tighten all bolts.

CONCRETE MUST BE BELOW FROST LINE. TAKE CARE NOT TO PUNCTURE WATER SEWER, GAS, CABLE OR TELEPHONE LINES WHEN DIGGING HOLES.