

The Hampton Mailbox and Post Kit Instructions

Parts List

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|-------------------|---|
| A. Mailbox | D. (8) 10-24 Pan Head Phillips Screw - 1.25" Length |
| B. Newspaper Port | E. (8) 10-24 Nut |
| C. Mailbox Post | F. (4) #12 x 1 Pan Head Phillips Screw |

NOTE: *If this product is missing any parts, please do not return to store. Contact our customer service department and replacement part(s) will be shipped out to you immediately. Customer Service contact information can be found at bottom of this sheet.*

Postal Regulations recommend that the floor (mail entry point) of the mounted mailbox be between 41"-45" above road surface and that the front of the mailbox be set back 6"-8" from edge of road or front of curb. The USPS suggests that all customers contact their local Post Office before installing your Mailbox/Post to ensure correct placement and height at the street.

Install Ground Mounting Post

- The Hampton Kit is designed to slip over a Mounting Post made from a standard 4" x 4" x 48" treated pine wooden post.
- Mounting Post should be set 18"-24" into the ground thus leaving 24"- 30" above the ground.

WARNING: *"Call before you dig" - Call 811. 811 is the designated "call before you dig" phone number that directly connects you to your local call center in your area. Each state has different rules and regulations governing digging to insure that buried utility lines will not be disturbed.*



Slide mailbox post section over treated pine 4"x4" post (make sure mounting arm is facing street).



Secure mailbox post using the (4) #12 x 1" pan head screws provided. Screws enter through holes in side of post then attach to the 4"x4" treated pine post.



Newspaper Port can then be installed by sliding it onto the mounting arm as shown in Fig. 3. Make sure the Newspaper Port fully engages with the mounting arm.



Position the left and right sides of the newspaper port vertically - secure using the (4) #10 x 1.25" screws / nuts provided.



Place the mailbox onto the newspaper compartment as shown.



Secure mailbox to Newspaper Port using the (4) #10 x 1.25" screws / nuts provided as shown.