

The Madison Mailbox & Post Kit – Installation Instructions


Model PP330


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 suggest that all customers contact the local Post Office before erecting your Mailbox/Post to ensure correct placement and height at the street.**

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

RECOMMENDED TOOLS & SUPPLIES: POST HOLE DIGGER, LEVEL, PHILIPS HEAD SCREWDRIVER, AND 4"X4"X36" TREATED PINE POST (NOT INCLUDED). **NOTE:** CONCRETE IS OPTIONAL IF INSTALLING IN LOOSE SOIL.

STEP 1 (Fig 1): Determine location for mailbox. Using post hole digger, dig a hole 18" in depth. Install treated pine post burying 18" of the post in the ground and 18" above the ground. Slide Mailbox Post Section over 4x4 treated pine post.

STEP 2 (Fig 2): Secure the **Mailbox Post** section to the 4x4 treated pine post using the (4) #12 x 1" length Pan Head screws  included in the kit. Use locations shown in Fig 2 for correct screw placement.

Step 3 (Fig 3): Secure **Mounting Bracket** to top of **Mailbox Post** section using the (4) #6 x 1 ¼ Bugle Head screws  included in the kit. **Notice** the 3 optional mounting positions (shown on back of this page)– choose position based on personal preference.

(Fig 1)



(Fig 2)

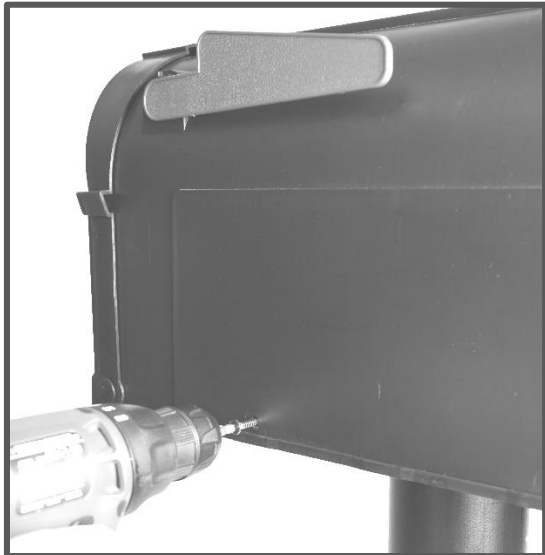


(Fig 3)



STEP 4 (Fig 4): Using a screwdriver, secure the **Mailbox** to the **Mounting Bracket** using the (4) #10X 1 ½" length Pan Head Screws  included in the kit.

(Fig 4)



MULTIPLE MOUNTING POSTIONS

As shown below, mailbox can be "centered" or positioned "forward" on post based on personal preference

3 Optional Mounting Positions



IF YOU HAVE ANY PROBLEM WITH THIS PRODUCT, PLEASE DO NOT RETURN TO RETAILER. CALL OR EMAIL OUR CUSTOMER SERVICE DEPARTMENT AND WE WILL PROVIDE IMMEDIATE ASSISTANCE.

CONTACT CUSTOMER SERVICE

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