

# The Postal Pro Brookside Mailbox and Post Kit

## Parts List

|                 |  |
|-----------------|--|
| A. Mailbox      | D. (4) #10-24 x 1.25" Pan Head Phillips Bolt & Nut Set |
| B. Bracket      | E. (8) #12 x 1" Self Tapping Pan Head Phillips Screw   |
| C. Mailbox Post | * Wooden 4 x 4 Post not included.                      |

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 the bottom of this sheet.

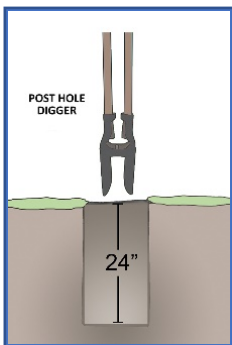
*Postal Regulations recommend that the floor (mail entry point) of the mounted mailbox be between 41" – 45" above the road surface and that the front of the mailbox be set back 6" - 8" from edge of road or front of curb. **The USPS suggests that all customers contact their local Post Office before installing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

- The Brookside Kit is designed to slip over a mounting post made from a standard 4" x 4" x 48" treated pine post (sold separately).
- 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. Each state has different rules and regulations governing digging to ensure that buried utility lines will not be disturbed.

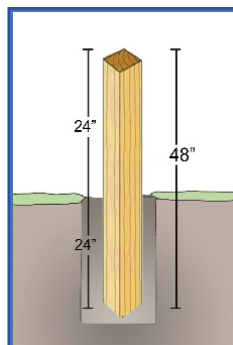
## Installation Steps

### Step 1:



Choose desired location of mailbox and install 4"x4"x48" pressure treated wood post into ground. (Post sold separately – actual dimensions of post are 3 3/8"x3 3/8"x48")

### Step 2:



Bury the wood post 18"-24" into the ground (24" if soil is loose.) Leave at least 24" of wood post above ground.

### Step 3:



Slide mailbox post (part C) over wood post. We suggest you position the post with the pre-marked screw locations away from the street.

### Step 4:



Secure mailbox post (part C) to wood post using the (4) #12 x 1" Self Tapping Screws provided (part E). Screws will go through the plastic at the pre-marked spots with slight pressure. Do not over tighten.

### Step 5:



Attach Bracket (part B) to the top of the Mailbox Post (part C) as shown using (4) #12x 1" Self Tapping Screws (part E). There are 4 pre-drilled holes in the bracket. Screws will go into the post with slight pressure. Do not over tighten.

### Step 6:



Attach Mailbox (Part A) to Bracket (Part B) using the (4) #10 x 1.25" bolt/nut provided (Part D)

### Step 7:



Enjoy years of maintenance free service.

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