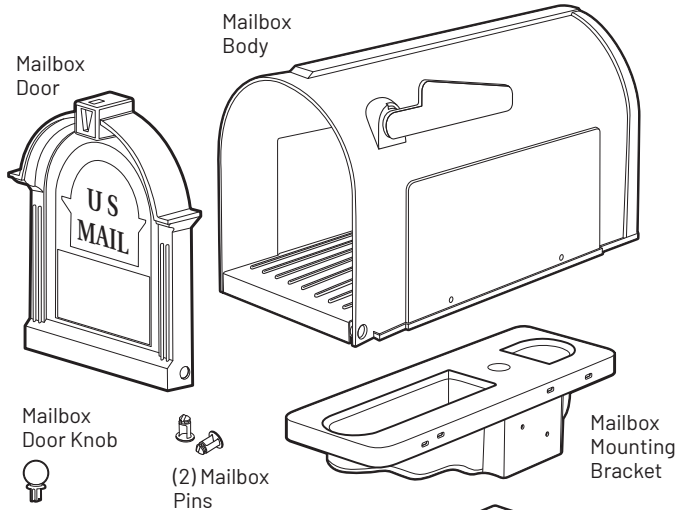


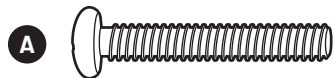
**READ ENTIRE INSTRUCTION SHEET BEFORE BEGINNING PROJECT**

**PARTS LIST**



**HARDWARE**

Shown at actual size



(4) #10 - 24 x 1-1/2" Phillips Machine Bolts



(4) #10 - 24 Nuts



(8) #12 x 1" Self Tap Screws

**NOTE:** Customers are required to contact the local post office before installing the mailbox to ensure its correct placement and height at the street. Generally, mailboxes are installed at the height of 41-45 inches from the road surface to inside floor of mailbox or point of mail entry (locked designs) and are set back 6-8 inches from front face of curb or road edge to the mailbox door.

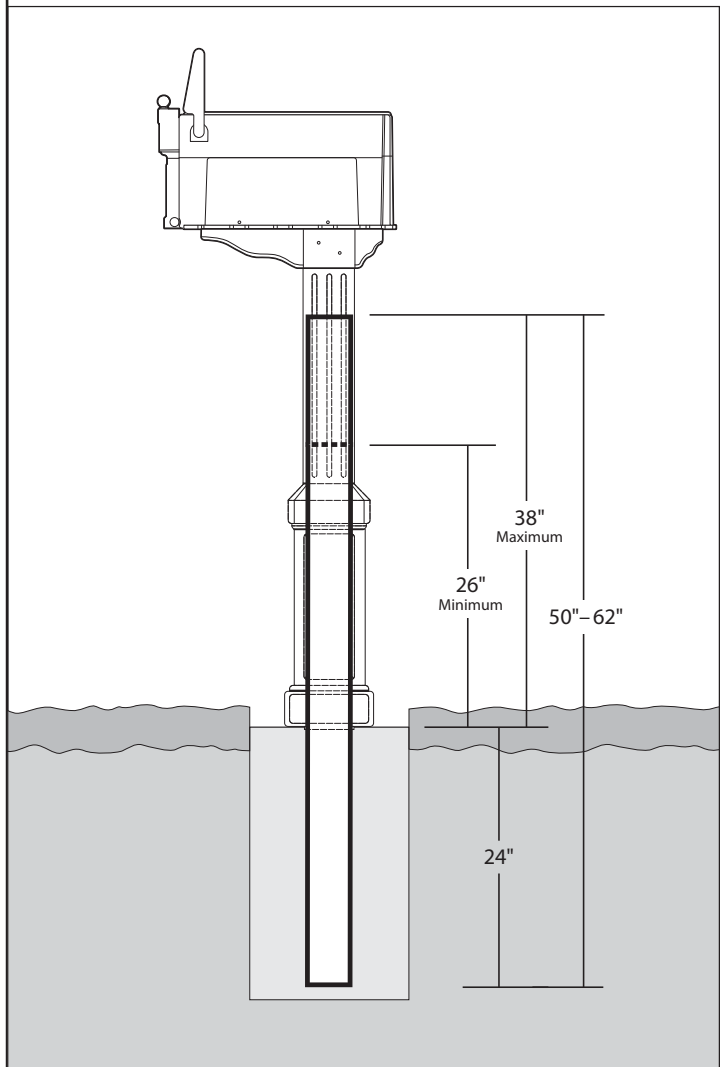
\* **PLEASE NOTE:** Concrete may be needed if installing in loose soil

**RECOMMENDED TOOLS & SUPPLIES**

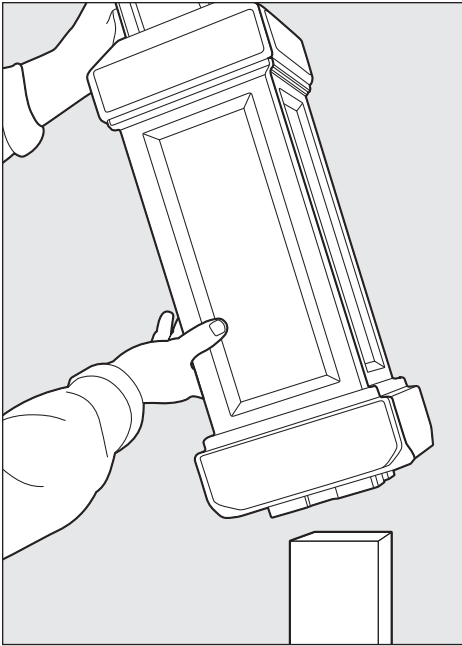
- POST HOLE DIGGER
- POST LEVEL OR STANDARD LEVEL
- PHILIPS HEAD POWER SCREWDRIVER
- HAMMER / RUBBER Mallet
- PRESSURE TREATED 4" x 4" x 50-62" WOODEN POST\* (Not Included) 50" Minimum height. Actual Diameter of a Standard 4" x 4" Pressure Treated Post: 3-1/2" x 3-1/2"

**⚠ WARNING: "Call Before You Dig" – Dial 811.**

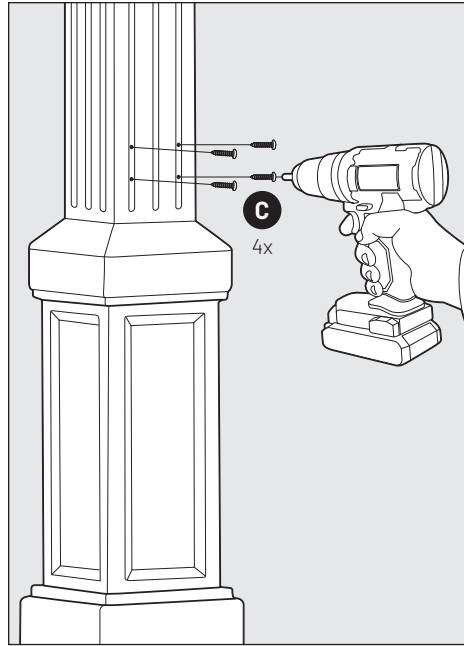
811 is the designated "call before you dig" phone number that directly connects you to your local One Call center. Each state has different rules and regulations governing digging to insure that buried utility lines will not be disturbed.



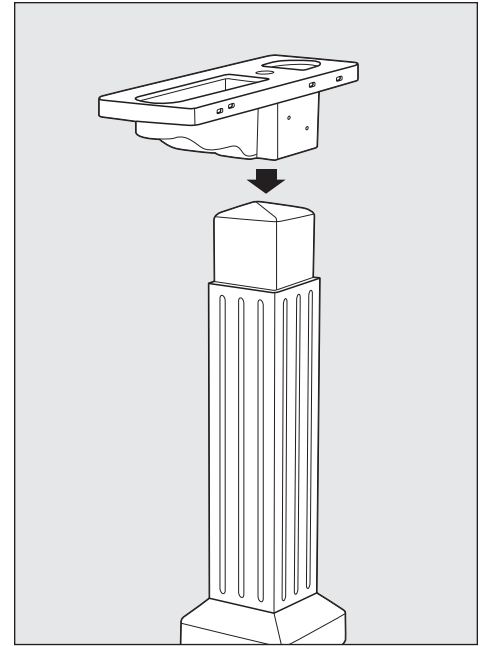
**STEP 1** Determine location for mailbox. Using post hole digger, dig a hole 24" in depth. Install treated pine post by burying 24" of the post in the ground - leaving at least 26" of post above ground. The 4x4 post can be up to 38" above ground, but only 26" is necessary. Use level to ensure treated pine post is in correct vertical position. Stabilize the treated pine post by firmly tamping down loose soil around post base.



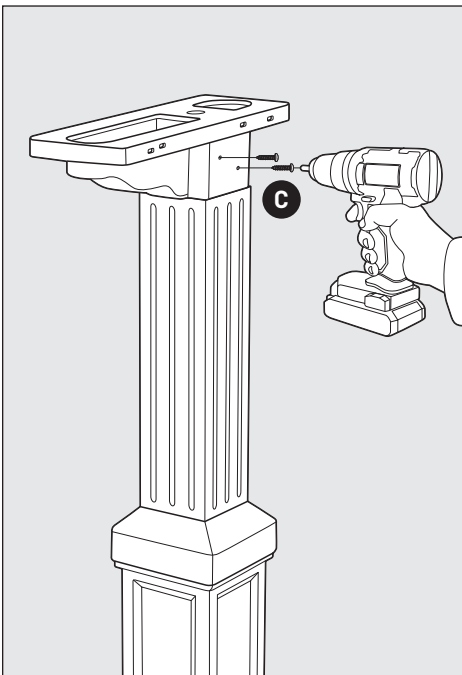
**STEP 2** Slide Mailbox Post Sleeve over 4x4 treated pine post.



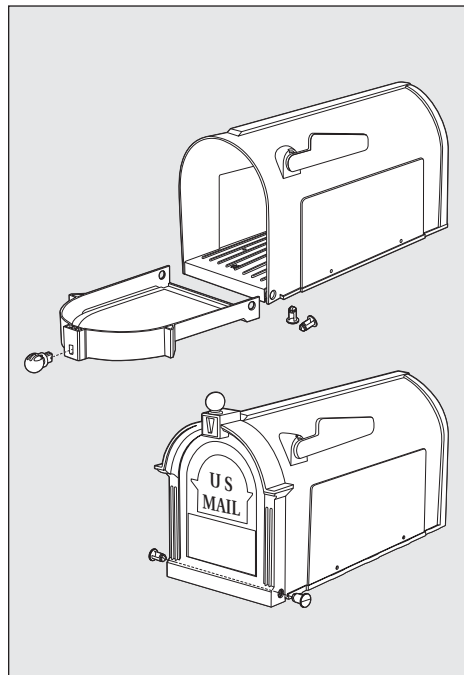
**STEP 3** Secure the Mailbox Post Sleeve section to the 4x4 treated pine post using the (4) #12 x 1" screws **C** included in the kit. The Plastic post has (4) Mounting Holes located approximately 23 inches above bottom of post.



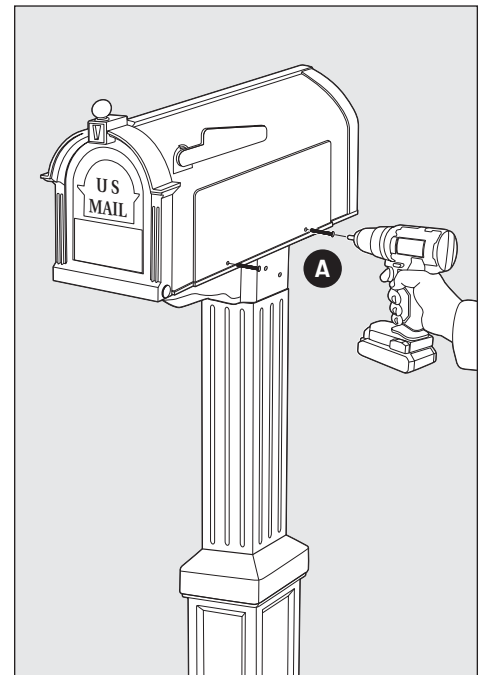
**STEP 4** Attach Mounting Bracket to top of Mailbox Post Sleeve.



**STEP 5** Using the (4) #12 x 1" screws **C** secure the Mounting Bracket to the Post Sleeve. Do not over tighten screws.



**STEP 6** Assemble your mailbox by using (2) pins to attach Mailbox Door to holes in Mailbox Body. Pins can be snapped into place by pressing firmly with thumb or tapped in using a rubber mallet.  
**TIP:** Make sure the pins are fully snapped into place. If they are installed correctly, you will not be able to remove the pins with your fingers.



**STEP 7** Place Mailbox on top of Mailbox Post Bracket, align holes of mailbox & bracket and secure with (4) 24 x 1-1/2" Phillips Machine Bolts **A** and nuts **B**.



Postal Pro is a Creative Solutions, LLC Product  
Manufactured in Purvis, MS

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