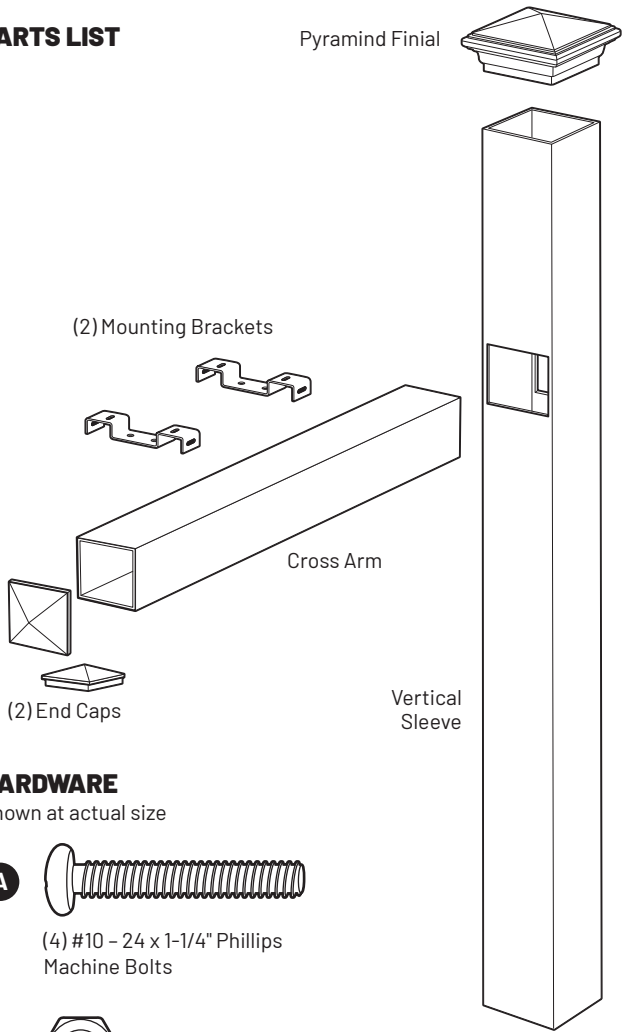


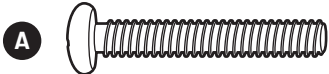
**READ ENTIRE INSTRUCTION SHEET BEFORE BEGINNING PROJECT**

**PARTS LIST**



**HARDWARE**

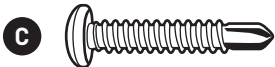
Shown at actual size



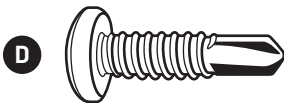
(4) #10 - 24 x 1-1/4" Phillips Machine Bolts



(4) #10 - 24 Nuts



(4) #8 x 1" Self Tap Screws



(6) #12 x 1" Self Tap Screws



(6) Post Cap Clips

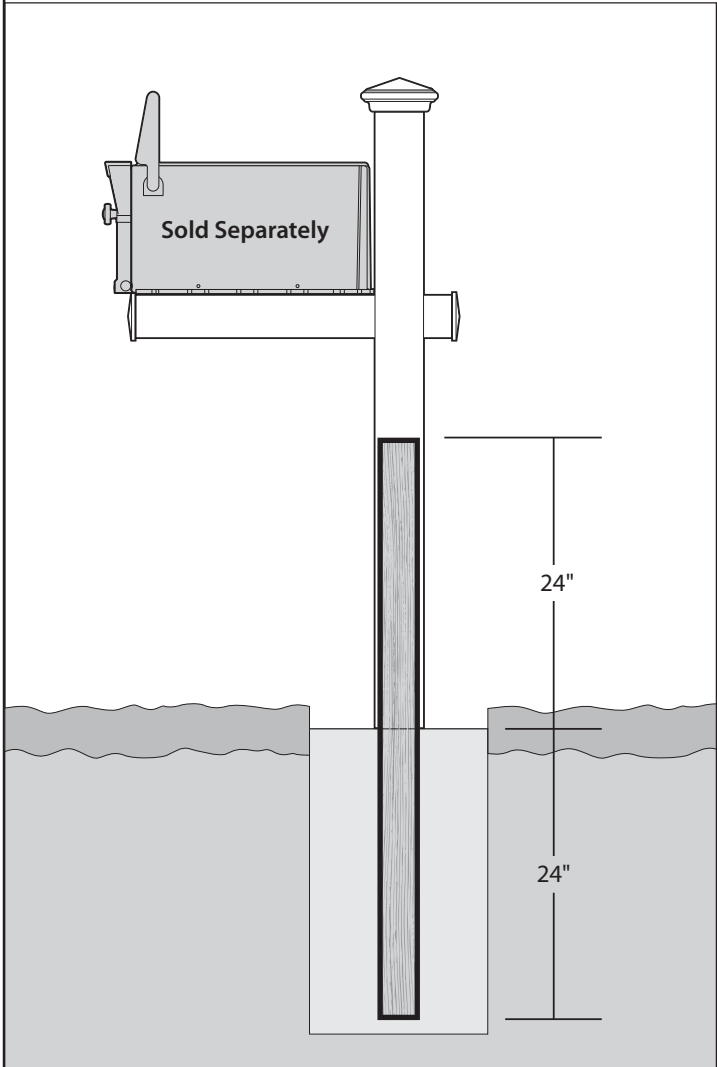
**NOTE:** Customers are required to contact the local post office before installing the mailbox to ensure its correct placement and height at the street. Generally, mailboxes are installed at the height of 41-45 inches from the road surface to inside floor of mailbox or point of mail entry (locked designs)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

**RECOMMENDED TOOLS & SUPPLIES**

- POST HOLE DIGGER
- POST LEVEL OR STANDARD LEVEL
- PHILIPS HEAD POWER SCREWDRIVER
- PRESSURE TREATED 4" x 4" x 48" WOODEN POST\* (Not Included) 48" Minimum height. Actual Diameter of a Standard 4" x 4" Pressure Treated Post: 3-1/2" x 3-1/2"

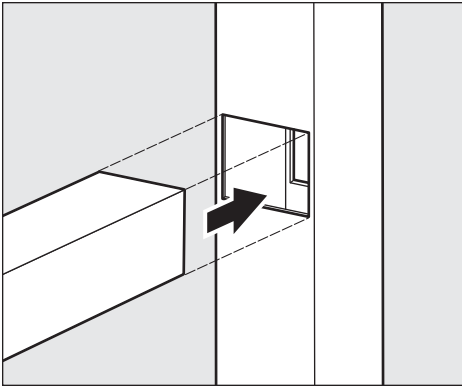
**⚠ WARNING: "Call Before You Dig" – Dial 811.**

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.

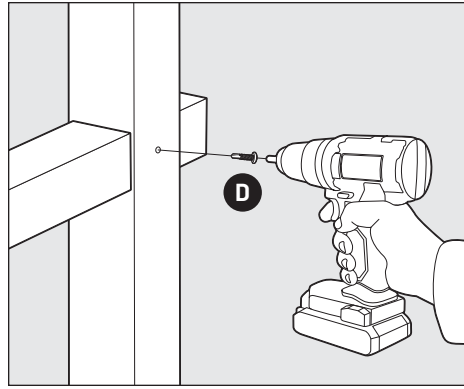


**STEP 1** Determine location for mailbox. Using post hole digger, dig a hole 24" in depth. Install treated pine post by burying 24" of the post in the ground - leaving at least 24" of post above ground. Use level to ensure treated pine post is in correct vertical position. Stabilize the treated pine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

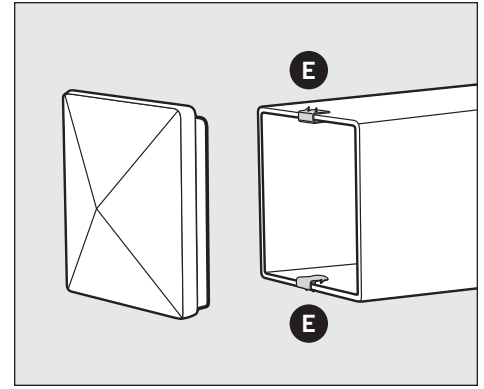
\* **PLEASE NOTE:** Concrete may be needed if installing in loose soil



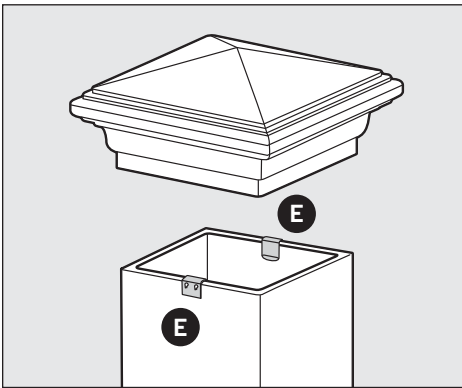
**STEP 2** Slide Cross Arm in to the opening in the Vertical Sleeve. Leave 17" of the Cross Arm extending in front (mailbox side) of the Vertical Sleeve.



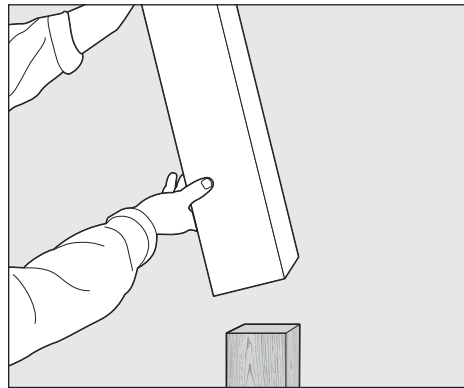
**STEP 3** Secure the Cross Arm into place using **(D)** (2) #12 x 1 Self Drilling Screws where it intersects with Vertical Post (1 screw on each side).



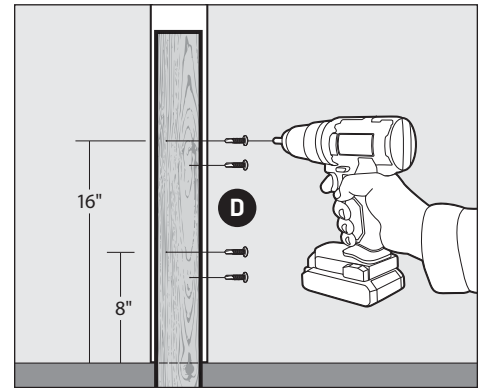
**STEP 4** Attach (2) Post Cap Clips **(E)** on the side of the Cross Arm with the pointed ends facing out. Be sure to center the Clips. Firmly push the End Cap on. Repeat on other side of Cross Arm.



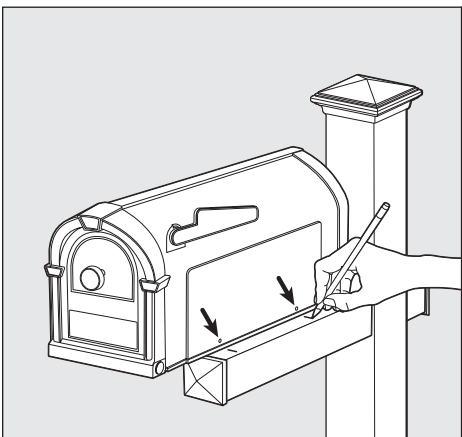
**STEP 5** Attach (2) Post Cap Clips **(E)** to the top of the Sleeve Post with the pointed ends facing out. Be sure to center the Clips. Firmly push the Pyramid Finial down.



**STEP 6** Slide Vertical Sleeve assembly over 4x4 treated pine post.

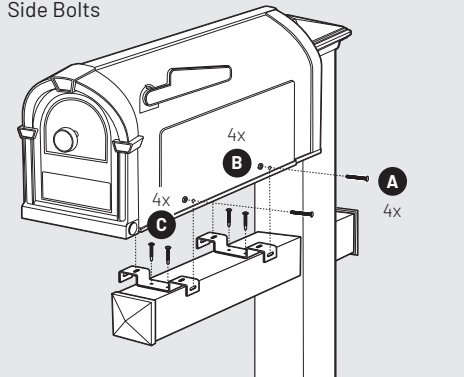


**STEP 7** Secure the Vertical Sleeve assembly to the 4x4 treated pine post using the (4) #12 x 1" Self Drilling screws **(D)** included in the kit. Place 2 screws 8" up from the ground and 2 screws 16" up from the ground. No need to predrill holes.

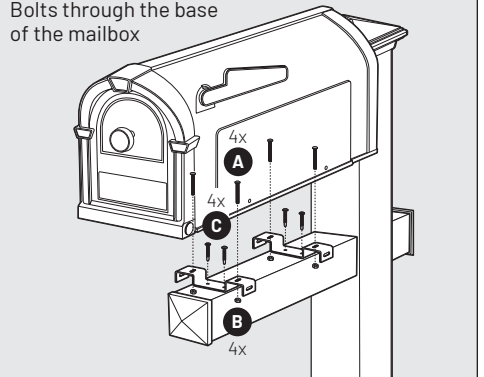


**STEP 8** Align your Mailbox on top of Cross Arm and mark front and back locations of mailbox mounting holes with a pencil. Remove mailbox and center Mounting Brackets where marks were made for location of mounting holes. Secure Mounting Brackets to Cross Arm at pre-marked locations with **(C)** # 8 Self Drilling screws. Use (2) screws for each Mounting Bracket. Set Mailbox on top of Mounting Brackets and align Mailbox holes with Mounting Bracket holes on Side of Mailbox or through Base/Floor of mailbox. Secure Mailbox to Mounting Brackets with **(A)** #10-24 threaded bolts and **(B)** nuts.

**Mounting Option 1**  
Side Bolts



**Mounting Option 2**  
Bolts through the base of the mailbox



**Optional Double Mount**

To support 2 mailboxes, push the Cross Arm through the Vertical Sleeve so that approximately 12 inches extend on both sides. A separately purchased Mailbox Mounting Board will be needed for each mailbox for a double mount configuration. Wooden or Plastic Mounting boards are available at most Home Improvement Centers.



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

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