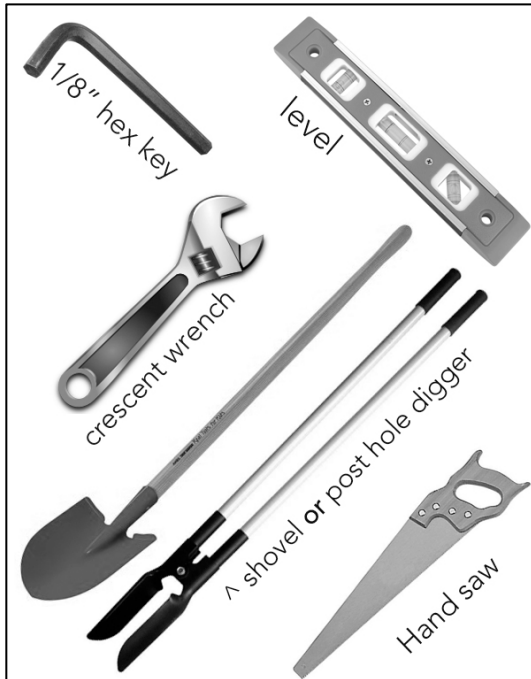


# modbox | Mailbox and Post Installation

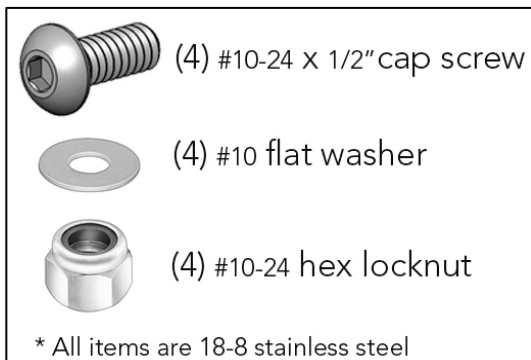
## Tools



## Supplies



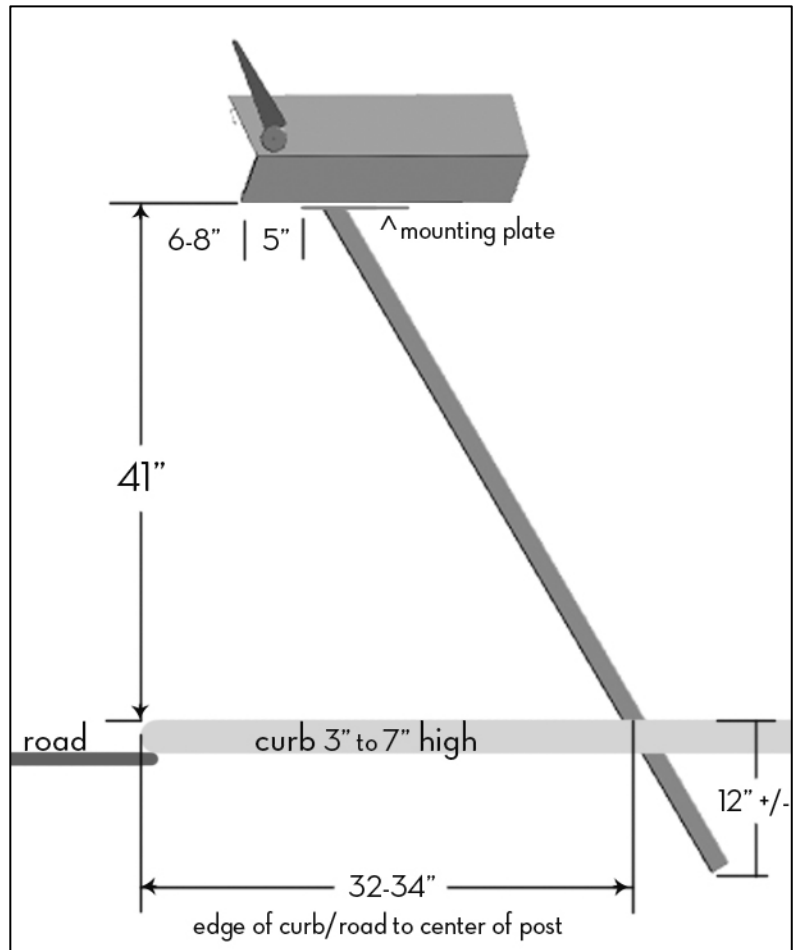
## Parts (included with mailbox)



## 1 Modern Mailbox Post Installation

• Dig a hole 12-18" deep (or below frost line in your area) and 8-10" in diameter with the center 32-34" from the edge of the curb and/or road.

Note: 12" of the post will be set into a column of concrete that is below the frost line.



• Cut the wooden 2"x4" (or piece of scrap wood) into a 41" length.

• Follow the manufacturer's instructions for mixing the concrete. Idea: you can mix it in a 5-gallon bucket that costs about \$3.

• Place post into hole and place the level on the post mounting plate. Level from front to back and left to right. It does not have to be perfect yet!

TURN OVER ->

## Modern Mailbox Post Installation

(continued)

- Fill the hole with concrete. A 50 lb. bag will fill a hole 8" round by 12" deep.

Note: if the hole is deeper than 12" you will need to pour concrete into the hole until it is 12" from the top of the hole.

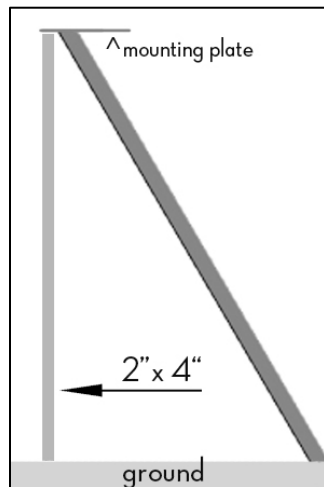
Guidance: tamp the concrete with the shovel and smooth the top.

- Place the cut 2"x4" under the leading edge of the post mounting plate as shown here. →

- Idea: place a scrap piece of plywood under the 2"x4" in order to keep it from moving or sinking into the ground.

Note: if this is done, you may need to shorten the length of the cut 2"x4" from 41" to say 40-1/4" (if board is 3/4" thick).

- Place the level back on the post mounting plate and level the post from front to back and left to right.



- When the concrete begins to set, you should re-check that the post is still level.
- Remove any concrete splatter from the post before the concrete sets!
- Allow the concrete used to install the post to cure/set. Typically, this takes 24 hours, but may vary with weather conditions.

## 2 Assemble Mailbox

The modbox comes completely assembled!

## 3 Attach Mailbox to Post

- Use the 1/8" hex key (Allen key) and crescent wrench to attach the mailbox to the post's mounting plate with the 4 cap screws.
- Screw heads should be inside the mailbox with the 4 washers and locknuts on the outside under the mounting plate.

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Per U.S. Postal Service Standard – Mailboxes, Curbside, paragraph 3.12.1 Assembly and Installation: A complete set of instructions for assembling and mounting the mailbox shall be furnished with each unit. The instructions must include the following conspicuous message:

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 A HEIGHT OF 41 - 45 in. FROM THE ROAD SURFACE TO INSIDE FLOOR OF THE MAILBOX OR POINT OF MAIL ENTRY (LOCKED DESIGNS) AND ARE SET BACK 6 - 8 in. FROM FRONT FACE OF CURB OR ROAD EDGE TO THE MAILBOX DOOR.