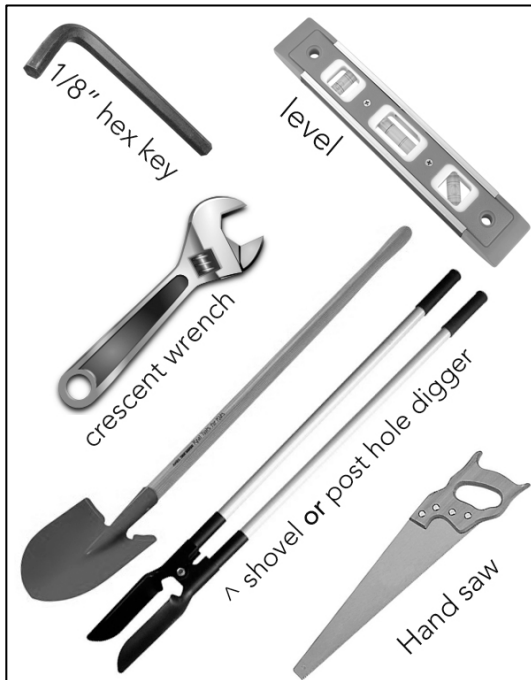


# modbox | Mailbox and Post Installation

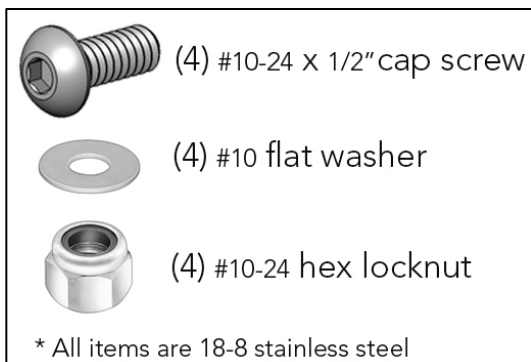
## Tools



## Supplies



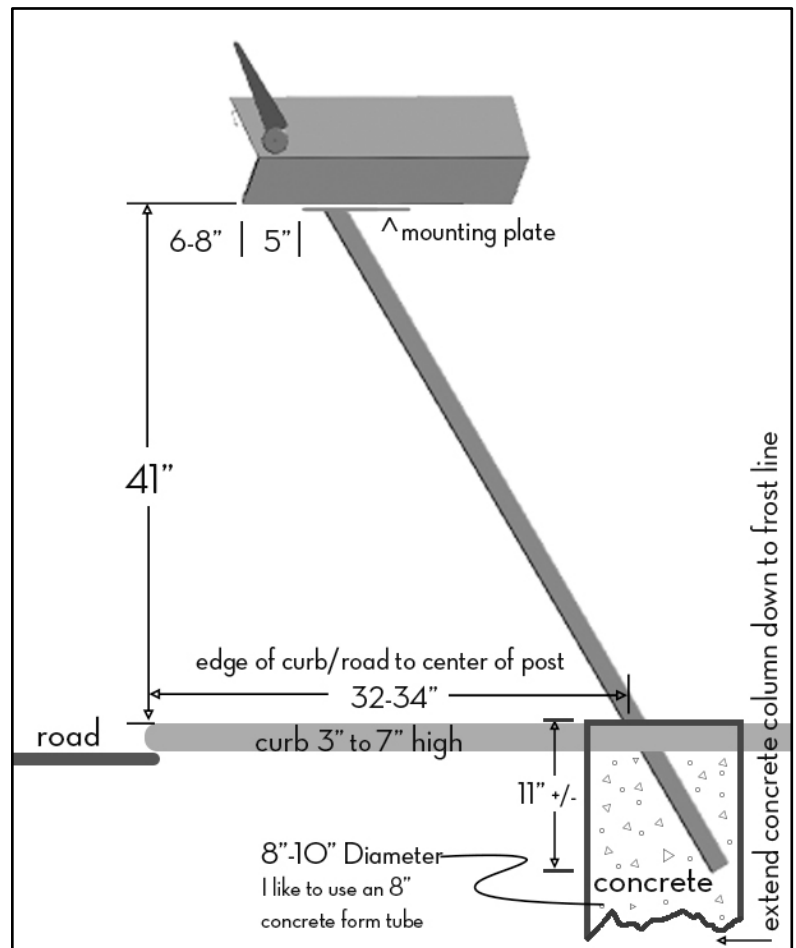
## Parts (included with mailbox)



## 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: 11" of the post will be set into a column of concrete that extends down to the frost line.



• Cut the wooden 2" x 4" (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

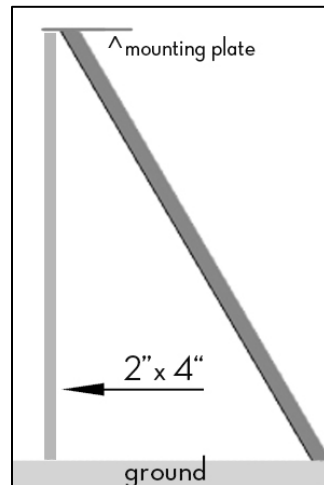
(continued)

- 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.