



DECORATIVE MAILBOXES

INSTALLATION INSTRUCTIONS

WWW.DECOMAILBOX.COM



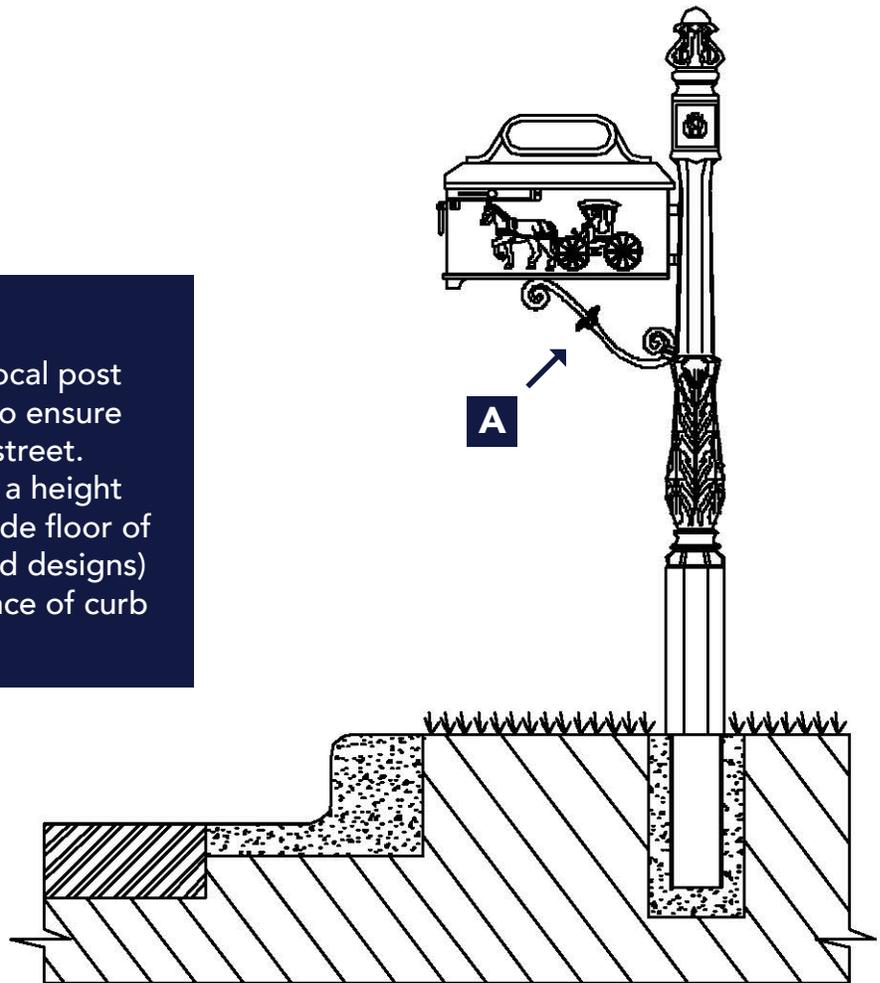
DECORATIVE MAILBOXES

1444 Tiger Drive, Suite A
Thibodaux, LA 70301
info@decomailbox.com
1.888.682.8979

INSTALLATION INSTRUCTIONS

IMPORTANT NOTE

Customers are required to contact local post office before installing the mailbox to ensure its correct placement and height at street. Generally, mailboxes are installed at a height of 41-15 in. from road surface to inside floor of mailbox or point of mail entry (locked designs) and are set back 6-8 in. from front face of curb or road edge to mailbox door.



ASSEMBLY & INSTALLATION INSTRUCTIONS

To Facilitate Installation: Completely assemble entire mailbox unit. Dig hole approximately 16 inches deep with post hole digger or shovel and install box using either wet or dry mix concrete. Level box not post, with a slightly forward angle. Some temporary support may be necessary while concrete sets.

1. Bolt number plate to top of mailbox. For newspaper holder option, use 6" straps to attach newspaper holder to mailbox. Back of newspaper box and mailbox should be flush.
2. Bolt scroll support (A) to bottom of mailbox.
3. Place top two bolts in post and box, do not tighten.
4. Lift front of mailbox to place scroll support dowel pin into post.
5. Attach lower bolts and tighten all.
6. Place assembled post into hole, line up box with curb, and add concrete.
7. If needed, drive a stake into ground 3 or 4 feet behind post. Tie a string from stake to top of post to keep unit plumb.

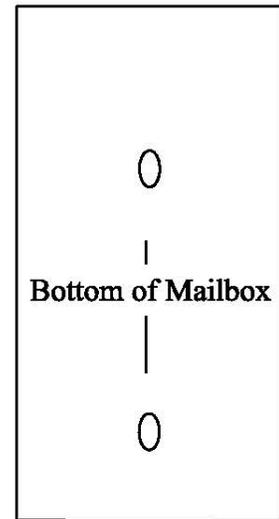
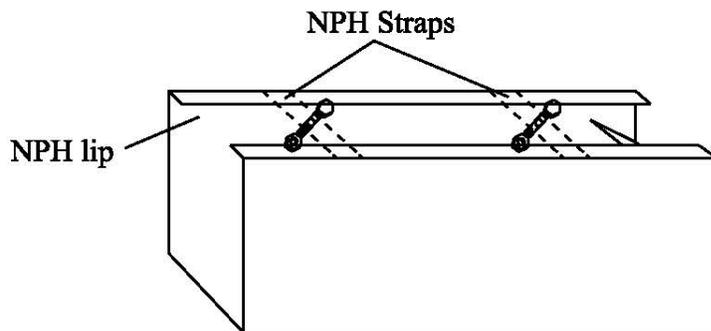


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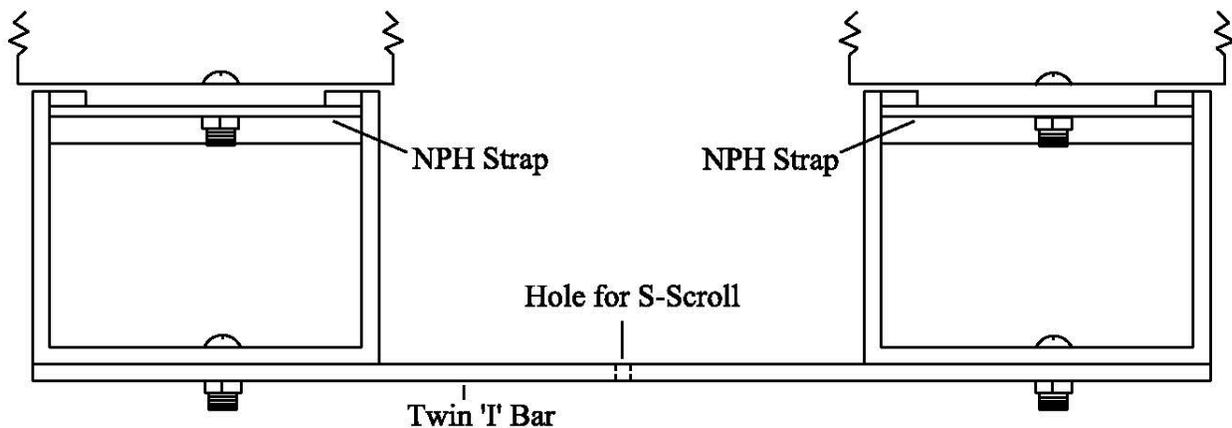
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NEWSPAPER HOLDER INSTALLATION INSTRUCTIONS

Single System:



Twin System:



ASSEMBLY & INSTALLATION INSTRUCTIONS

Single System

1. Attach number plate to mailbox. Bolt box to post, do not tighten.
2. Insert bolts through holes inside of box. Pass through NPH strap, and tighten, ensuring strap catches NPH lip. Back of box and NPH should be flush.
3. Tighten all bolts, and continue installation process.

Twin System

1. Attach NPH's to each mailbox
2. Bolt Twin T Bar to each NPH
3. Insert S-Scroll into post and attach to hole in Twin T Bar
4. Continue installation process