

# QUAD OR TRIPLE MOUNT MAILBOX POST ASSEMBLY INSTRUCTIONS

**IMPORTANT!** Before installing your Whitehall mailbox posts, consult your local branch of the US Post Office for road set back and height requirements from roadbed or curb. See Figure 1.

A - 4" x 4" x 54" Cross Bar with Welded Mounts - 1

B - 4" x 4" x 84" Vertical Posts - 2

C - Finials - 2

D - Whitehall Mailboxes - 4 (Sold Separately)

E - Newspaper Tubes - 4 (Sold Separately)

F - L Brackets - 4

G - 10-24 x 1/2" Black Panhead Screws - 16

H - 3/8"-16 x 5.5" Black Panhead Bolts - 4

I - 3/8"-16 Black Panhead Nuts - 4

J - Washers - 4

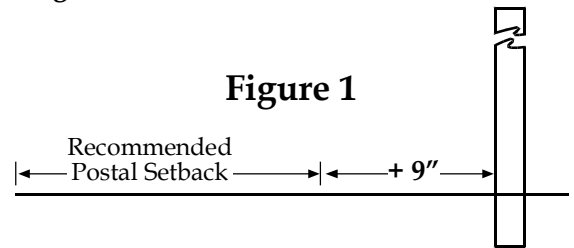


Figure 1

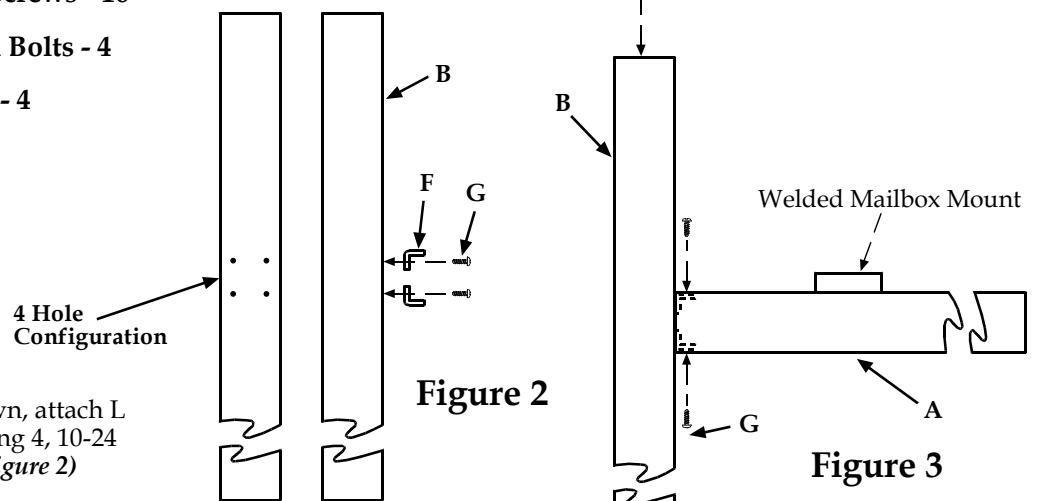


Figure 2

Figure 3

## Post Assembly:

- Using the 4-hole configuration shown, attach L Brackets (F) to Vertical Posts (B) using 4, 10-24 x 1/2" Screws (G) provided. (See Figure 2)
- Slide Cross Bar (A) over L Brackets (F) and attach using 10-24 x 1/2" Screws (G) provided making sure to position mailbox mountings up. (See Figure 3)
- Repeat Steps 1 - 2 for opposite end of Mailbox Mount.
- Attach Finial (C) on top of Vertical Post (B) by setting the finial down over the post and gently tapping it down into place with a rubber mallet. (See Figure 3)

## Installing the posts in the ground:

- Consult your local post office for recommended road setback and height requirements. Add 9" and mark position on ground for front edge of post. (See Figure 1)
- Consult MISDIG for possible interference with underground utilities.
- Dig holes 58" on center (45.332" for Triple Mounts). Determine depth of holes using the Post Office height requirement (X), subtracting the height from the top of the cross bar to the bottom of the post. I.E...70" - X = Hole Depth. (See Figure 4)
- Place post assembly in holes and partially backfill. Position for level on cross bar and plumb on vertical post. NOTE: Double check set back measurement.
- Complete back fill of the post holes packing the earth firmly. Note: For permanent installation, use concrete mix to backfill unless it is against local post office or county road commission guidelines.

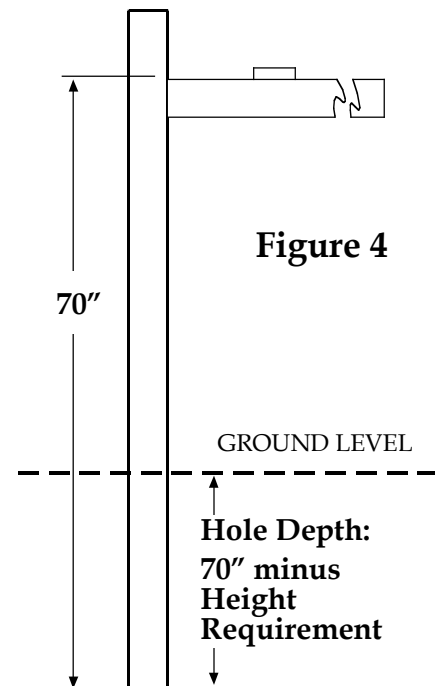


Figure 4