# ASSEMBLY & INSTALLATION INSTRUCTIONS: WESTSIDE SQUARE POST SERIES

## READ ALL INSTRUCTIONS PRIOR TO ASSEMBLY AND INSTALLATION.

#### Important Note:

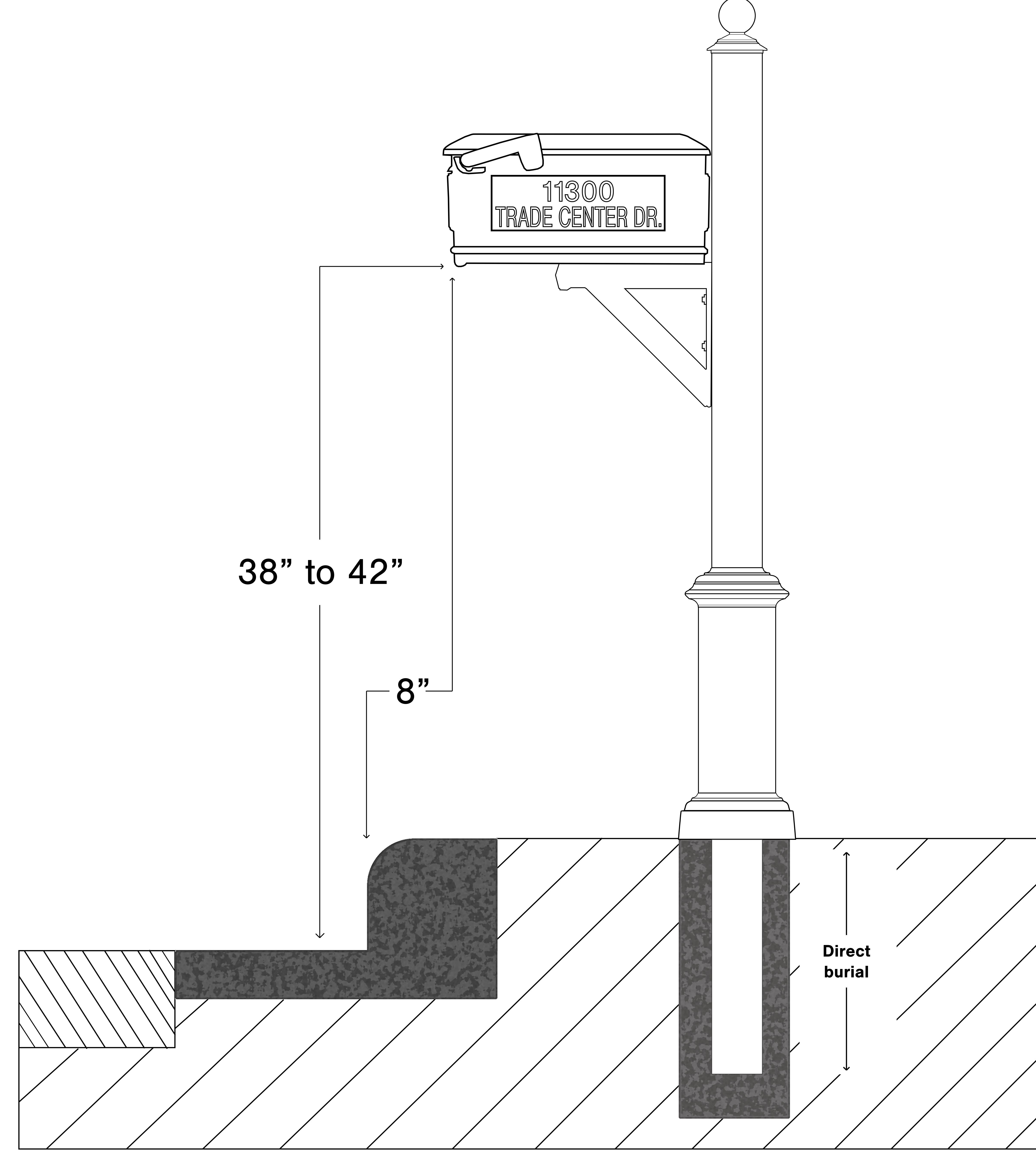
Customers are required to contact their local post office before installing the mailbox to ensure its correct placement and height at the street. As a general rule, most mailboxes are installed at a height of 38" to 42" from the top of the street surface to the bottom of the mailbox and 8" set back from front edge of curb (see diagram). These measurements can vary per your local postal requirements, so check with your local post office before installation.

### Assembly:

Attach support brace to square post using 2 bolts provided. Attach mailbox to top of support brace using either 4 or bolts as provided. If you ordered the standard economy mailbox, the support brace attaches to the wood platform under the mailbox with the 4 large wood screws provided. Snug bolts firmly, but do not overtighten them. Square post will have a direct burial extension which you will put into the hole and pour concrete around.

#### Installation:

Dig a hole approximately 18" deep (this will vary due to local postal codes) with post hole diggers or small shovel. Install completely assembled post into hole and check for fit. Mix quick set style concrete and pack it in around the post in the hole. Place a spirit level on the pole and level the mailbox post front to back and side to side. Some temporary supports may be necessary until the concrete dries.



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