

# ECO-MAILBOX POST ASSEMBLY INSTRUCTIONS<sup>(2,2)</sup>

## Check boxes for these contents:

- Box #1 1. Mailbox Post  
 " 2. Post Cap  
 " 3. (5) 1" pan head screws (white)  
 Box #2 4. Mailbox support and brace assembly  
 " 5. (1) Mailbox mounting plate  
 " 6. (8) 2" screws (white)

## Tools you will need:

- Wheelbarrow to mix concrete
- Tape measure
- Cordless Drill
- #2 Sq. drive bit
- 3/16" Drill bit
- Level
- Shovel

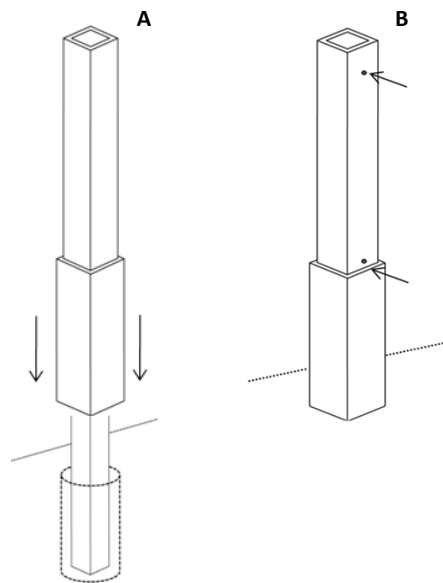
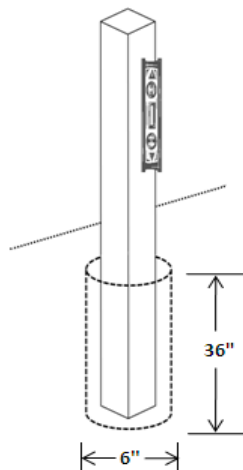
## Purchased separately

- Mailbox
- Pressure treated 4x4x84" long
- Two bags of pre-mix concrete

### STEP ONE - WOOD POST INSTALLATION

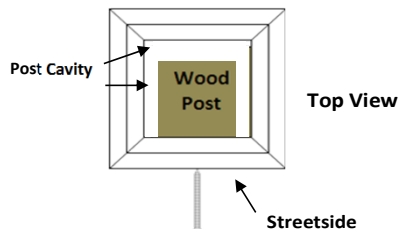
Dig a 36" deep hole in the desired location. Verify the depth of the hole to ensure that the 4x4 wood post will be buried 36" into the ground. Fill the hole 3/4 full with pre-mix concrete. Insert the post into the concrete and check for level. Allow time for the concrete to set, then fill in the remainder of the hole.

**Important note:** Please refer to local codes for mailbox installation height and setback from the curb.



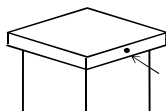
### STEP TWO - MAILBOX POST INSTALLATION

- A. Slide the mailbox post assembly over the wood post.  
 B. Line up the front (streetside) of the vinyl post against the wood post. (see top view diagram below) Pre-drill 3/16" pilot holes through vinyl only and fasten the touching side with the 1" screws, do not countersink screws. If your post includes a trim at the base of the post (see picture B) be sure to keep the screws above the trim. Make sure that the post cavity's are not on the street-mailbox side.



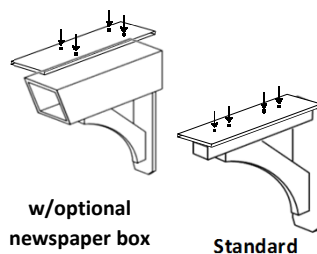
### STEP THREE - ATTACHING POST CAP

Attach post cap unto top of post using 1" screws.



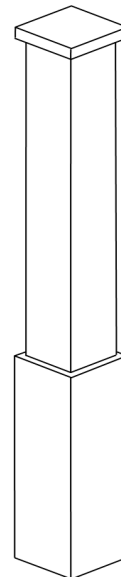
### STEP FOUR - INSTALLING MAILBOX SUPPORT

Attach the mailbox support and brace assembly unto the mailbox post at the required height using the 2" screws. Refer to your local codes regarding the required height. (Approx 42" to the bottom of the mailbox)



### STEP FIVE - INSTALLING MAILBOX

Attach the provided mounting plate unto the support arm. Refer to the mounting holes in the mailbox for the location of the mounting plate. Follow the instructions included with the mailbox (purchased separately).



### Cleaning & Touchup.

After installation is complete you can clean your post with clorox or other household detergent.

