

ASSEMBLY & INSTALLATION INSTRUCTIONS FOR HANFORD MAILBOX COLLECTION & MB3000 PROVINCIAL COLLECTION

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 41" to 45" from the top of the street surface to the bottom of the mailbox and 8" set back from front edge of curb. These measurements can vary per your local postal requirements, so check with your local post office before installation. (see Diagram A)

Single Hanford Post Assembly Instructions:

To install the mailbox, set the mailbox on the mailbox pole. Open the mailbox front door and install four bolts through the holes in the bottom floor of the mailbox and into the holes on the top plate of the mailbox pole. Snug bolts firmly, but do not over-tighten them.

Twin, Triple, or Quad Post Assembly Instructions:

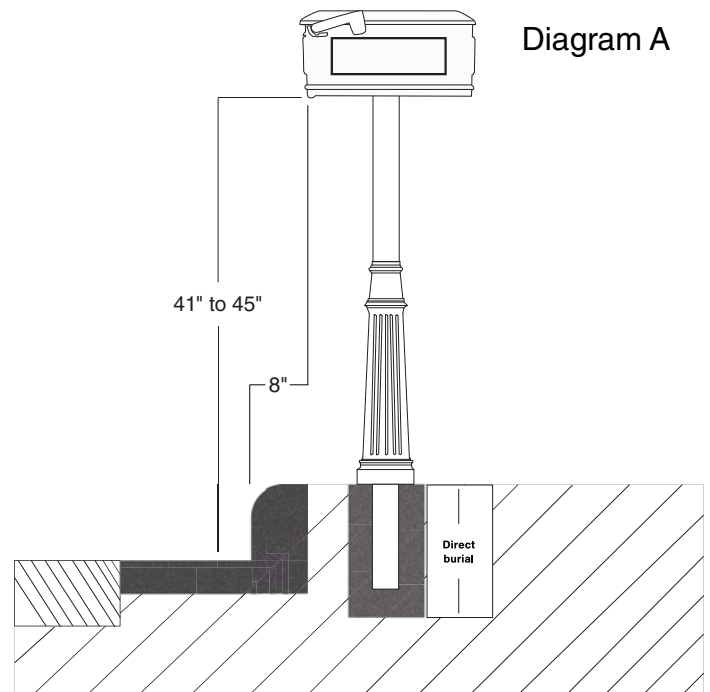
Attach a spreader plate to top of a pole using provided hardware. To install your mailboxes, set the mailbox on the spreader plate. Open each mailbox front door and install four bolts through the holes in the bottom floor of the mailbox and into the holes on the top plate of the mailbox pole. Snug bolts firmly, but do not over-tighten them.

Decorative Base Assembly:

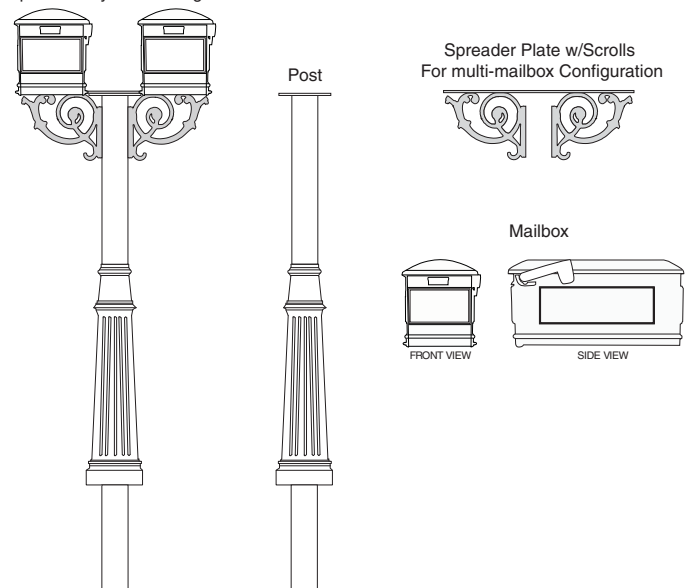
Slide the decorative base onto the bottom of the round pole, but keep it low on the pole and do not tighten yet. Get a measuring tape and measure the distance from the bottom of the mailbox to the bottom of the decorative base. Gently slide the base up the pole (without scratching the pole) until you have the correct measurement for your local USPS code requirement. This measurement will typically be between 36" to 42", which will leave around 12" to 16" of round pole extending below the decorative base. This extension is what you will put into the hole and pour concrete around. Once you have the correct decorative base adjustment, snug the Allen set screw(s) at the top of the base so the base will not slide up or down.

Installation:

Dig a hole approximately 16" deep (this will vary due to local postal codes) with post hole digger 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 round pole and level the mailbox post front to back and side to side. Some temporary supports may be necessary until the concrete dries.



Sample Twin System Configuration



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