



## Imperial Mailbox Assembly and Installation Instructions

**Overview:** Completely assemble mailbox unit. Dig hole approx. 16" deep, using a post-hole digger and install mailbox assembly in concrete.

1. Bolt number plate to top of mailbox. If you have a newspaper holder option, use 6" straps to attach newspaper holder to mailbox. The back of the mailbox and the back of the newspaper holder should be flush with each other.
2. Bolt scroll support (A) to bottom of mailbox.
3. Place top two bolts in post and mailbox. 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 the entire assembly's post into the hole. Align box with curb line.
7. If necessary drive a stake into the ground 3 or 4 feet behind the post. Tie a string from the stake to the top of the mailbox post, to keep it plumb.