

Letterbox Installation Guide

Tools and Materials Needed

Provided

- Freestanding letterbox
- Concrete anchor bolts

Not Provided

- 8mm masonry drill
- Marker / pencil / chalk
- Ratchet wrench, impact wrench etc.
- Safety glasses & gloves

Optional if Pouring a New Base

- Boxing
- Concrete mix
- Bucket or wheelbarrow
- Shovel
- Tape Measure

Steps

1. Choose the location.
 - Select a suitable location for your letterbox. It should be easily accessible for the mail carrier and near the front of your property.
 - Ensure the chosen location does not interfere with any underground utilities. You might need to check with local authorities or utility companies.
2. Prepare the base.
 - If installing on an existing slab, skip to step 3.
 - If you need to create a new base, mark out a 500mm square area.
 - Dig out the area to a depth of at least 150mm and compact the soil.
 - Mix the concrete to manufacturers instructions and pour it in to the dug-out area, levelling it off with a shovel or a board. Allow the concrete to cure as per the manufacturers directions before moving on.
3. Mark hole locations.
 - Place the letterbox at the desired location on the concrete base.
 - mark the positions of the four holes on the concrete through the baseplate of the letterbox.
4. Drill the holes.
 - Remove the letterbox and drill holes in the marked spots. Ensure the holes are slightly deeper than the length of the included anchor bolts. approx. 80mm should suffice.
 - Clean the dust from the holes.
5. Secure the letterbox.
 - Fit the letterbox over the holes and fasten the anchor bolts through the baseplate, into the concrete slab, ensuring not to over-tighten them as this could damage the letterbox or the concrete slab.
6. Final Checks
 - Ensure the letterbox is stable and everything is tight.

Maintenance

- Simply hose down letterbox with tap water to keep clean otherwise, no maintenance is required!