

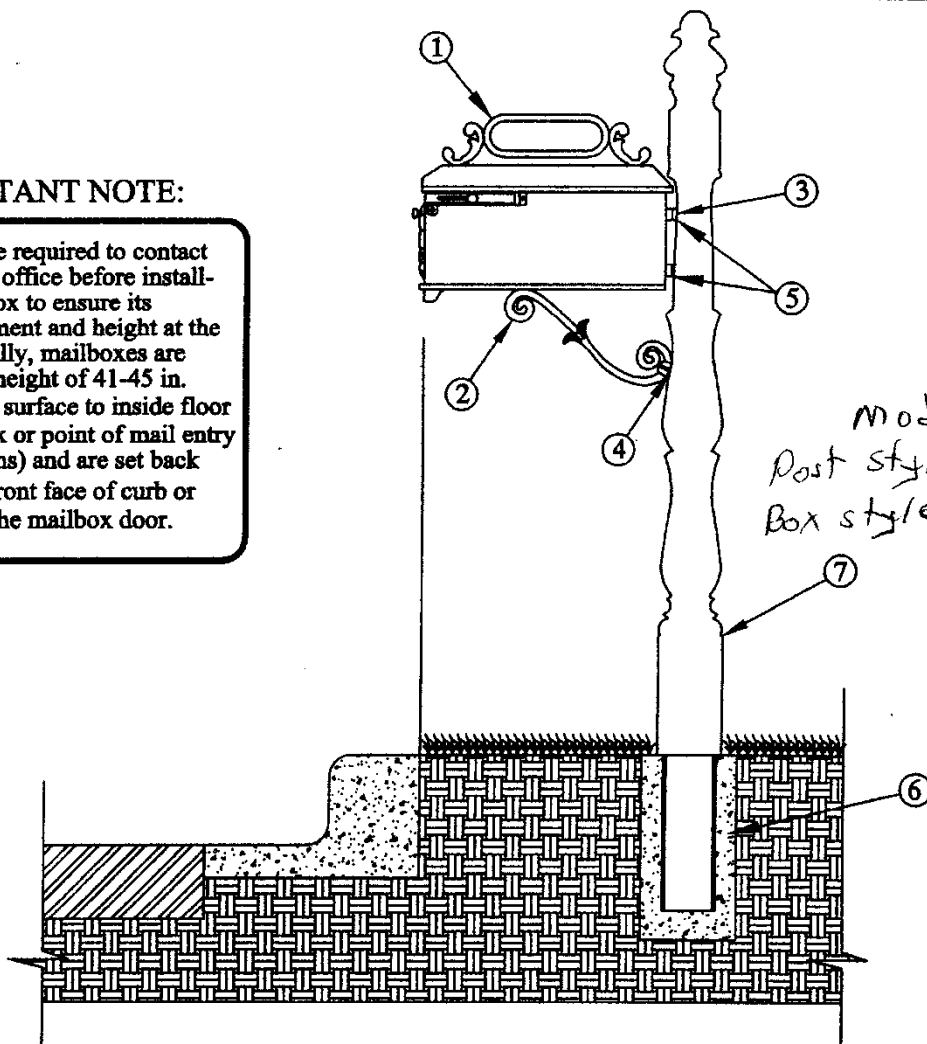


IMPERIAL MAILBOX SYSTEMS

3901 NORRIS LANE MILLBROOK, ALABAMA 36054
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IMPORTANT NOTE:

Customers are required to contact the local post office before installing the mailbox to ensure its correct placement and height at the street. Generally, mailboxes are installed at a height of 41-45 in. from the road surface to inside floor of the mailbox or point of mail entry (locked designs) and are set back 6-8 in. from front face of curb or road edge to the mailbox door.



Model 310K
Post style 3
Box style 0 with
brass ring

Assembly & Installation Instructions

To Facilitate Installation: Completely assemble the entire mailbox unit at your shop or at the installation site. Dig a hole approximately 16 inches deep with a post hole digger or shovel and install box using either wet or dry mix of concrete. Be sure to level box and not the post. Some temporary support may be necessary while concrete sets.

1. Bolt the number plate to the top of the mailbox.
2. Bolt the scroll support to the bottom of the mailbox.
3. Place top two bolts in post and box - LEAVE LOOSE - DO NOT TIGHTEN
4. Lift the front of the mailbox to place the scroll support dowell pin into post.
5. Tighten all four post bolts.
6. Remove the post from the installation hole and pour in damp concrete mix until full.
7. Place the assembled post into hole, and line up box.
8. If needed, drive a stob into the ground 3 or 4 feet behind the post. Tie a string from the stob to the top of the mailbox post to keep the unit plumb.