



Mailboxes of Distinction

Custom mailboxes to complement your home

Installing Your Mailbox of Distinction

Installation Assistance

Our friendly customer service representatives are available to answer your installation questions.

Hours: 8:00am—4:30pm EST, Monday—Friday

Phone: Toll Free: (800) 381-9346

In Florida: (321) 752-9974

Before You Begin

A typical *Mailbox of Distinction* installation will require the following tools:

- Shovel
- Wheelbarrow
- Five bags of ready-mix concrete (sacrete)
- Level

Determining Your Setback

It is very important to determine the correct location and setback for your custom mail box. The following is an excerpt from the U.S. Postal Service Standard, Mailboxes, Curbside USPS – STD – 7B:

“Customers are required to contact the local post office before installing the mail box to ensure its correct placement and height at the street. Generally mail boxes are installed at a height of 41-45 in. from the road surface to inside floor of the mail box 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.”

Note that the post for your *Mailbox of Distinction* is a flat foot-like plate that you will set into shallow concrete (**see Fig. 1**). The custom mailbox support and attachment are designed this way because the U.S.P.S. recommends that mail boxes be installed so that their post system will yield or break-away in a safe manner if struck by a vehicle.

Follow these simple steps for installation:

1. Determine the proper setback for your mail box. (Contact your local post office to verify the appropriate setback.)
2. Dig a hole the width and depth required for your concrete footing. (Mailboxes of Distinction recommends a footer that is 18" x 18" x 18".)
3. Check that your setback is still correct and you are satisfied with the placement of your *Mailbox of Distinction*.
4. Mix the concrete according to the instructions on the bag and pour it into your hole, filling it to grade.
5. Set mailbox into concrete, rocking back and forth to submerge the footer.
6. Allow your mail box to settle and rest on grade.
7. Carefully level your *Mailbox of Distinction*.
8. Allow a short period of time for settling and then verify that your *Mailbox of Distinction* is still level, and square to the curb.
9. The installation is now complete and you are ready to enjoy your custom *Mailbox of Distinction*! (Please see Fig. 2 for completed installation.)



Fig. 1 Typical Mounting Foot Plate

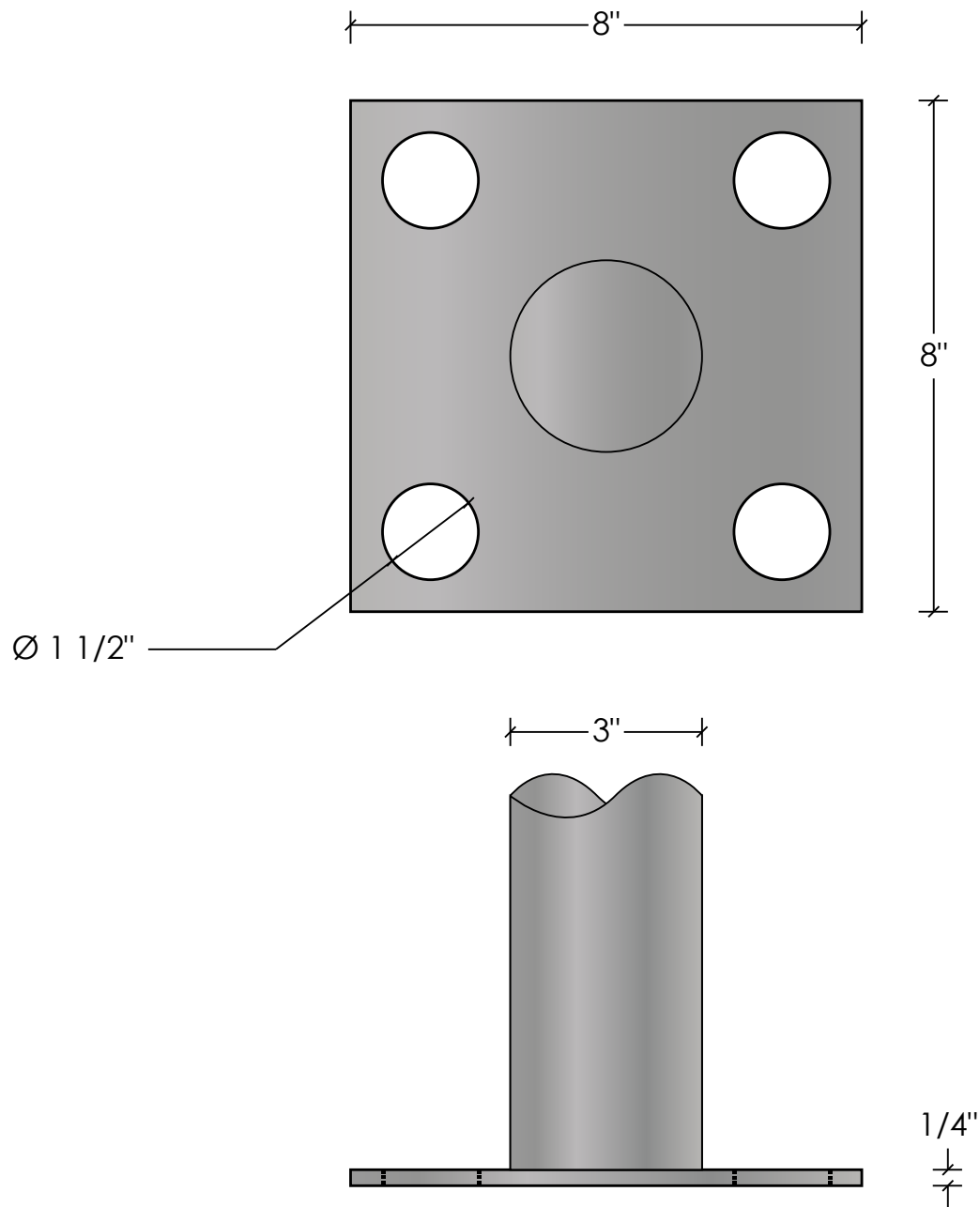
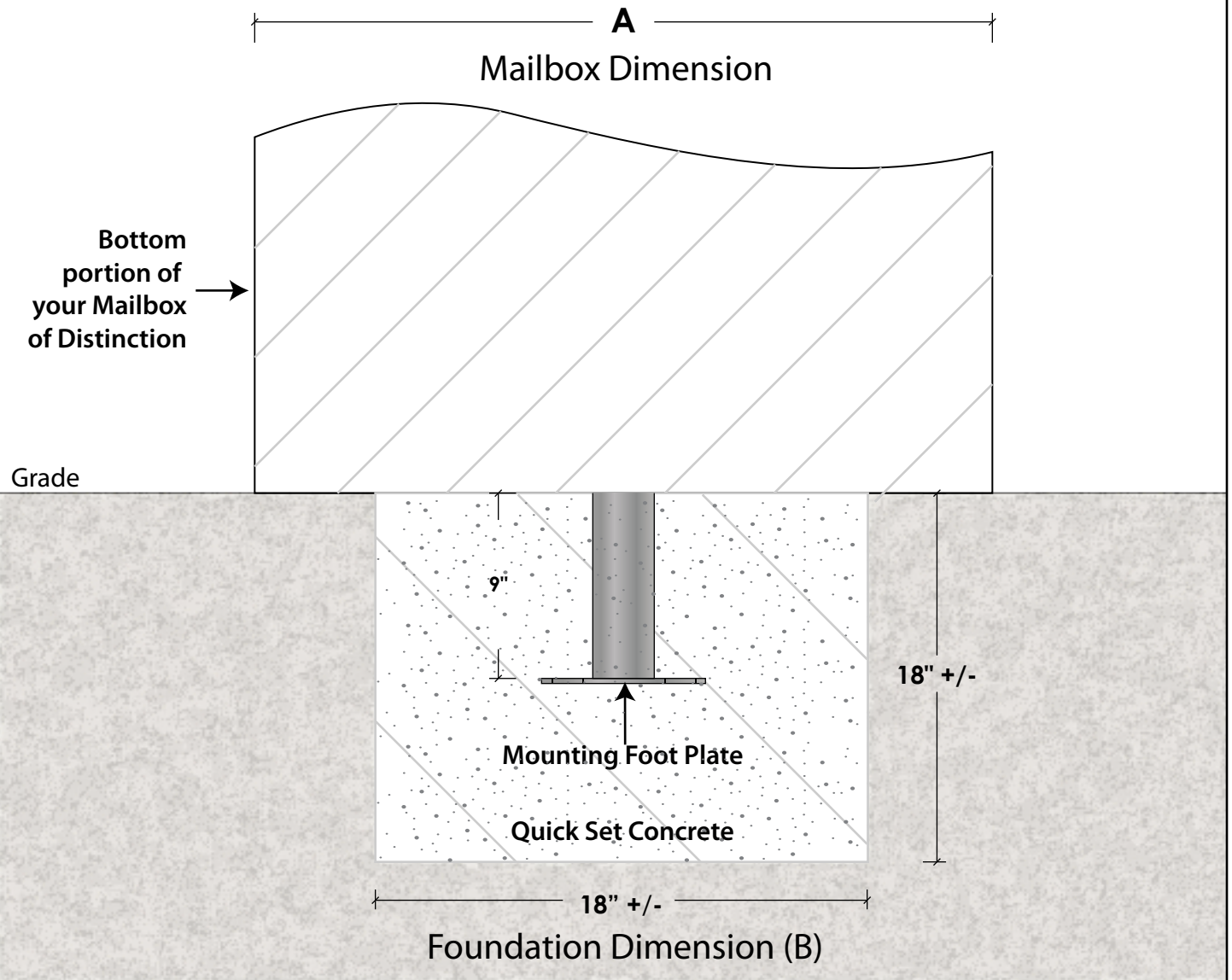




Fig. 2 Completed Typical Installation



B is less than A

Scale 1 1/2" = 1"