

# INSTRUCTIONS

## Letterbox and Post

Congratulations on purchasing your letterbox. You will need to install the letterbox in a location that is easily accessible to Australia Post and couriers. This will typically be at your front boundary. The ideal height for the mail opening is 90 - 120cm from the ground.

## ASSEMBLY

**Always assemble the post sections before attaching the post to the letterbox. Only use standard setting concrete, NEVER use quick setting concrete as it can react with the metal.**

### Economy Letterboxes

Secure the post to the box using the four bolts and nuts provided.

### Round Post Letterboxes

1. Apply a few drops of high strength glue such as Super Glue or 'Araldite' to the INSIDE thread sections of the posts.
2. Screw the three post sections together as tightly as possible, and let the glue dry.
3. Attach the post to the letterbox using the screws and nuts provided.

### Square and Hexagonal Post Letterboxes (Snap-lock technology)

1. Loosely join the top, middle and bottom sections of the post so that they are partially held together by the "snap-lock" joints but are not fully engaged.
2. Hold the end that has the mounting plate in your hand and tap the other end of the post downwards onto a hard surface (such as a piece of wood) until the snap-lock joints are fully engaged.
3. Then attach the assembled post to the letterbox with the screws and hex key provided.

## INSTALLATION

### Tools required

- Spade or Shovel
- Spirit Level
- Damp rag for cleaning

### Materials required

- Standard setting concrete  
(don't use quick setting concrete - it can sometime react with metal and will void your warranty)

***If you are using an ExtendAPost to increase the length of the post, make sure it is fitted now.***

1. Dig a hole approximately 300mm deep and 250mm wide (same width and depth as a normal shovel)
2. Clear the ground around the hole so that it is approximately level.
3. Mix up sufficient standard setting concrete to fill the hole. We suggest pre-mixing the concrete with water (in a bucket) rather than pouring it into the hole dry and then adding water.
4. Pour the pre-mixed concrete into the hole. Once the hole is filled, place the letterbox into the concrete (You only need about 200 mm of the post in the concrete). Pack the concrete down with a piece of wood or similar to ensure that it sits firmly around the post.
5. Check that the post is vertical. Clean any concrete from the post with a damp rag before it sets.