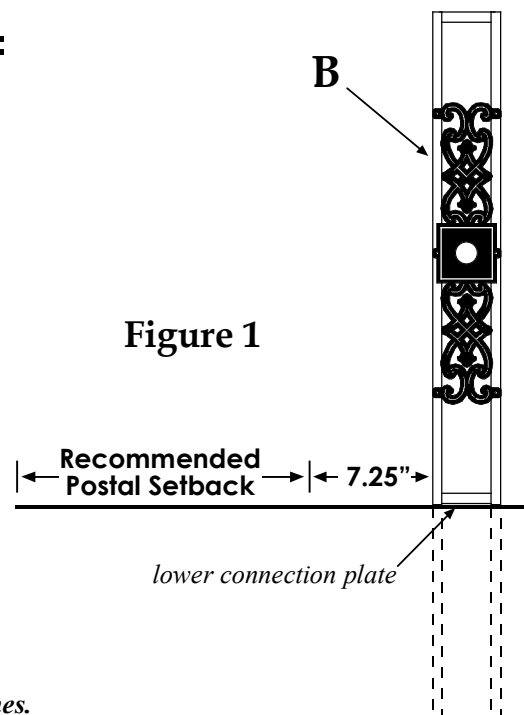


WESTCHESTER MAILBOX POST ASSEMBLY INSTRUCTIONS

Before installing your Westchester monogram mailbox post, consult your local branch of the US post office for road setback requirement and height requirement from roadbed or curb. The post is designed for a 40" average height from ground to base of mailbox.

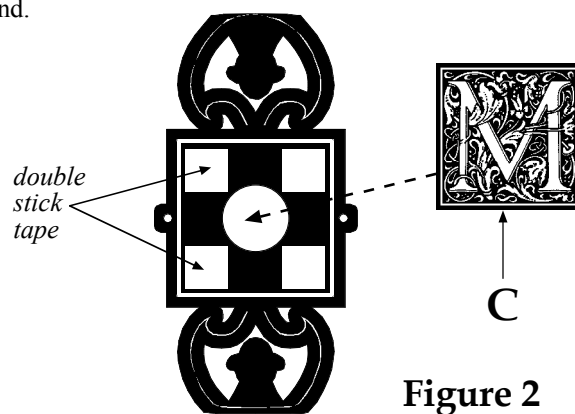
- A - Whitehall Mailbox - 1 (sold separately)
- B - Westchester Monogram Mailbox Post - 1
- C - Westchester Monogram Inserts - 2
- D - 3/8-16 x 1.5" Panhead Bolt - 1
- E - 3/8-16 Nut - 1
- F - Tube of Silicon Sealer - 1

- 1) From post office recommended road setback line, add 7 1/4" and mark position on ground for front edge of post. (See Figure 1)
- 2) Dig a hole in the ground approximately 19" deep. Deeper if a concrete footing block is desired. (Optional)
- 3) Place the monogram post (B) in the hole so the face of the post is at the marked line (see step 1) and the monogram slots are parallel with the eventual side of the mailbox.
- 4) Backfill the post, and using a level, making sure it is plumb. Pack the soil around the post firmly. (Note: for a more permanent installation you may use concrete mix to backfill the hole unless it is against local post office or county road commission guidelines.)
- 5) The lower connection plate between the 4 vertical posts should be flush with the ground. (for average 40" mailbox height) (See Figure 1)
- 6) Remove the protective sheets on the double stick tape for monogram inserts. Place the monograms (C) in position, pressing them in firmly and holding them for several seconds to activate the adhesive. (See Figure 2)



Attaching your mailbox to the Westchester monogram post:

- 1) Apply a small amount of Silicon Sealer (F) around the inside and outside of the center mounting hole of your Mailbox. (See Figure 3)
- 2) Set mailbox onto the post, positioning the locators on the base of the mailbox INSIDE the post.
- 3) Reach inside the mailbox and place the 3/8-16 panhead bolt (D) in the large center hole in the base plate of the mailbox. (See Figure 3)
- 4) Using 3/8-16 nut (E) provided fasten the mailbox to the post. A short handled Phillips screwdriver and socket wrench work best for this.



Cleaning Instructions:

Whitehall Mailboxes and Accessories are made of hand-cast aluminum with tough finishes to withstand exposure to the elements. To clean your Whitehall Product, use a non-abrasive detergent and water with a cloth, sponge, or soft brush. The simulated weathered bronze cannot be brightened by polishing. This hand-painted finish should retain its finish for many years without special attention.

