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## Letterbox – Standard Installation Instructions (with Timber Post)

The following is a guide only.

### Tools and Equipment needed (not supplied):


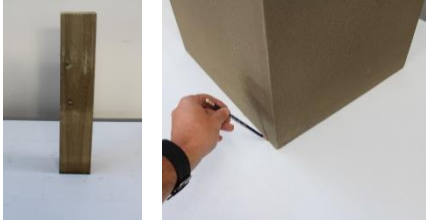
Straight Edge/Spirit Level	Marker - Pencil, chalk or similar	Cartridge Gun (to apply glue)	Concrete	Timber post (100mm x 100mm x approx 1200mm long)	*Optional Flush Mount Kit (to replace the need for a timber post)
				 <small>Use rough sawn fence post H4</small>	

Note: Glue (Seal "n" Flex 1 – suitable for gluing and sealing) can be supplied with letterbox for an extra charge.

### General notes:

1. Installer must be familiar with mixing and installing concrete (please seek professional advice if you are unsure). Understanding how to install a timber post into concrete, and small concrete pad is also required.
2. Letterbox is to be installed on a flat and level concrete surface– if possible avoid areas where the letterbox may be subject to damage from vehicles.
3. Base of letterbox must be sealed completely once installed with a full Seal "n" Flex bead to avoid water getting into the base in the future.
4. Letterbox must be sealed and painted once installed (we recommend minimum 1 x undercoat and 2 x top coats).
5. Accumen Shapes can also supply an optional flush mount kit which eliminates the need to install a timber post in the pad (\*see above).

### Step by step guide:

<p>1. Dig hole for timber post with maximum 500mm protruding above the top of the boxed slab.</p>  <p>Note: Ensure the pad is bigger than the letterbox footprint (minimum 500mm x 500mm pad) and consider reinforcing (seek expert advice).</p> <p>Note: Ensure the post has a minimum of 500mm embedded into the ground – post must be installed in the centre of the pad and square (<b>footprint mark-up drawing on next page</b>)</p>	<p>2. Pour concrete and finish as pictured. Once the concrete is set, lift letterbox above post (two-person lift), mark up letterbox footprint to indicate base gluing area then remove for gluing.</p>  <p>Note: Allow concrete to cure before installing letterbox (refer to concrete manufacturer's advice on curing times)</p>
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3. Apply generous amounts of glue to the timber post on all sides (top to bottom), and also on the concrete, inside the marked out footprint of the letterbox.

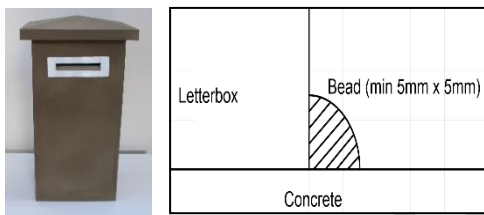


4. Lift letterbox above post (two-person lift!), position the location hole underneath the letterbox over the post and lower letterbox onto the post until it is fully down and in direct contact with the concrete.



*Note: Clearance between the post and letterbox post location hole is tight (5mm total), it is important to lower the letterbox slowly and evenly.*

5. Ensure letterbox has a good contact with the ground. Remove any glue that may have squeezed out from the base and then apply a good bead of glue around the base perimeter to avoid water getting underneath the letterbox in the future.



*Note: Allow the glue to fully cure for a minimum of 24 hours – glue all four sides ensuring there are no gaps for water to get in!*

6. Paint to desired colour with a minimum of 1 x undercoat and 2 x top coats. Please refer to your painting specialist for advice on painting your new Accumen Shapes letterbox.



*Note: Remove protective plastic on mail slot face plate after painting*

7. Install your preferred street numbers (not supplied). Screw directly into the front face under the letter slot as shown. A small amount of glue can be applied to the back of the numbers to assist with permanent adhesion.



*Note: Do not over tighten screws on street numbers*

**Reference Only: Footprint mark out details (refer to step 2)**

