



## **LETTERBOX INSTALLATION PROCEDURE**

### **TOOLS REQUIRED**

- Wheel Barrow
- Shovel
- Spirit Level
- Shifting Spanner
- Tape Measure
- Trowel
- Post Hole Digger
- 2 x 20Kgs bags of Ready Mix Cement

1/ Level the ground where the Letterbox is to be positioned and ensure this area is approximately 100mm larger than the bottom of the letterbox and to a depth of 50mm. Box area with Timber or other to ensure a professional finish.

2/ Dig a hole in the centre of your leveled ground using a post hole digger approx 200 – 210mm deep. This is to accommodate the post size.

3/ Mix Cement bags following the Manufacturer's instructions. Place the cement into the hole and spread out over the hole to form a pad.

4/ Ensure that the post/screws are secure within the underside of letterbox then position the Letterbox into the hole pushing down as far as possible.

5/ Align your level to the front and side of letterbox to ascertain that it is squared and level.

6/ When you have confirmed that the letterbox is level proceed to trowel the cement neatly around the box. After troweling check the level again

7/ When concrete is dry remove boxing and replace the soil/bark (if applicable) around the base of the letterbox.

### **ADHESIVES**

When attaching numerals we advise that you use adhesives & sealants suitable for use with polystyrene. We recommend "Fullers Tool Box" as the Adhesive and as the Sealant. Make sure you follow the manufacturer's instructions for their type of adhesive. You may also use small screws to affix Brass or Aluminum style numerals.

### **PAINTING PROCEDURE**

Poly-Tek Products, once installed, can be painted straight over with any type of outdoor acrylic paint. Failure to paint may result in a voided warranty.