

**SUPPLIES NEEDED:**

**Brass Numbers**

available from  
[www.imperialmailboxsystems.com](http://www.imperialmailboxsystems.com)

**Screwdrivers**

flathead & phillips



**Installing Brass Numbers:**

- 1 Remove number plate from mailbox with a phillips screwdriver. Remove old numbers with flathead screwdriver and scrape old glue off surface.
- 2 Ensure that surface is clean and dry.
- 3 Lay numbers out to ensure even spacing then mark edges with pencil.
- 4 Remove the paper backing from brass number and then carefully place according to your pencil marks.
- 5 Attach numbers to number plate on one side at a time then attach numbers to the other side.
- 6 Attach number plate to mailbox. Please ensure screws are properly tightened.



If removing older glue-on numbers, please make sure that the number plate is clean, dry and all old glue is completely removed.