

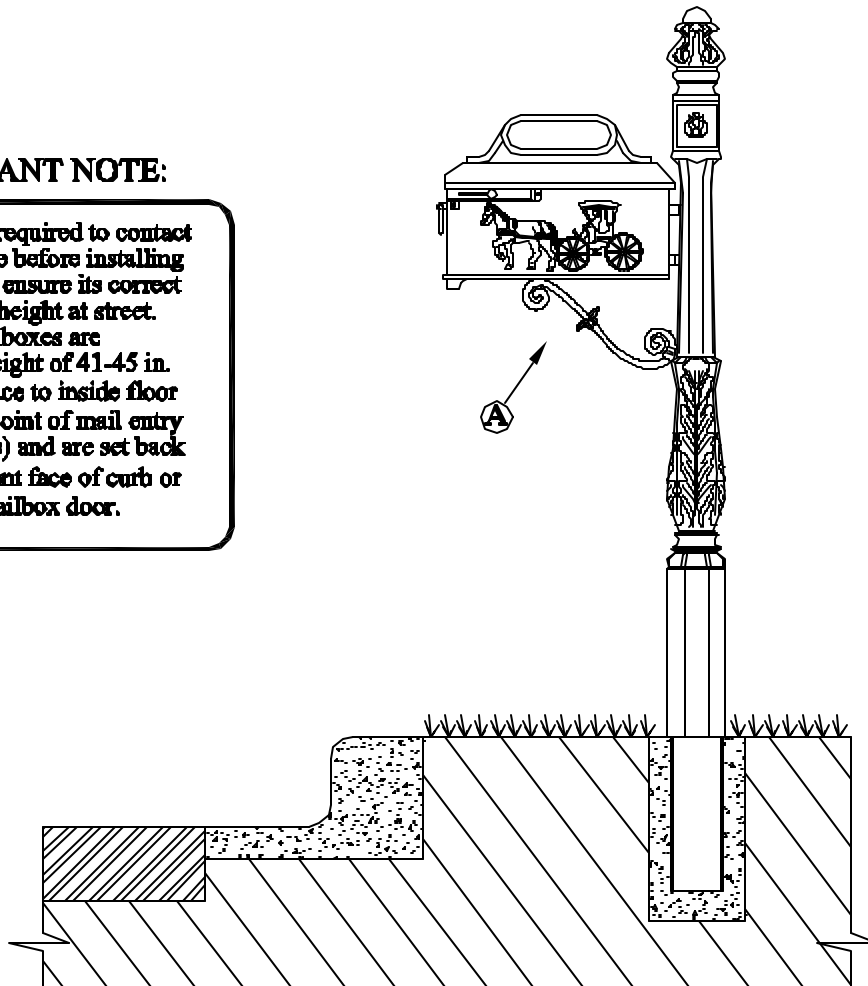


IMPERIAL MAILBOX SYSTEMS

3901 NORRIS LANE MILLBROOK, ALABAMA 36054
 PHONE (334) 285-6601 800-647-0777 FAX (334) 285-6635
 IMPERIAL SERIES ASSEMBLY INSTRUCTIONS

IMPORTANT NOTE:

Customers are required to contact local post office before installing the mailbox to ensure its correct placement and height at street. Generally, mailboxes are installed at a height of 41-45 in. from road surface to inside floor of mailbox or point of mail entry (locked designs) and are set back 6-8 in. from front face of curb or road edge to mailbox door.



Assembly & Installation Instructions

To Facilitate Installation: Completely assemble entire mailbox unit. Dig hole approximately 16 inches deep with post hole digger or shovel and install box using either wet or dry mix of concrete. Level box not post, with a slightly forward angle. Some temporary support may be necessary while concrete sets.

1. Bolt number plate to top of mailbox. For newspaper holder option, use 6" straps to attach newspaper holder to mailbox. Back of newspaper box and mailbox should be flush.
2. Bolt scroll support (A) to bottom of mailbox.
3. Place top two bolts in post and box, do not tighten.
4. Lift front of mailbox to place scroll support dowel pin into post.
5. Attach lower bolts and tighten all.
6. Place assembled post into hole, line up box with curb, and add concrete.
7. If needed, drive a stake into ground 3 or 4 feet behind post. Tie a string from stake to top of post to keep unit plumb.

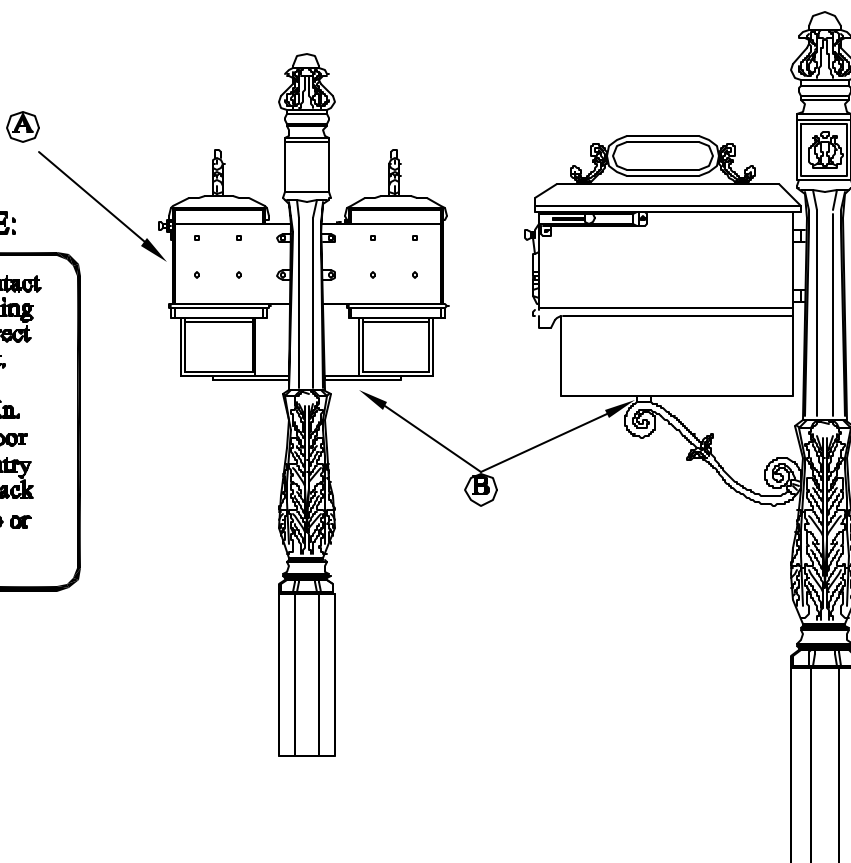


IMPERIAL MAILBOX SYSTEMS

3901 NORRIS LANE MILLBROOK, ALABAMA 36054
 PHONE (334) 285-6601 800-647-0777 FAX (334) 285-6635
 TWIN SYSTEM ASSEMBLY INSTRUCTIONS

IMPORTANT NOTE:

Customers are required to contact local post office before installing the mailbox to ensure its correct placement and height at street. Generally, mailboxes are installed at a height of 41-45 in. from road surface to inside floor of mailbox or point of mail entry (locked designs) and are set back 6-8 in. from front face of curb or road edge to mailbox door.



Assembly & Installation Instructions

To Facilitate Installation: Completely assemble entire mailbox unit. Dig hole approximately 16 inches deep with post hole digger or shovel and install box using either wet or dry mix of concrete. Level box not post, with a slightly forward angle. Some temporary support may be necessary while concrete sets.

1. Bolt Twin Plate (A) to post, leave loose.
2. Bolt boxes to twin plate using carriage bolts and rubber washer. Leave loose.
Note: If not using newspaper boxes, go to step 4.
3. Use 6" straps to attach newspaper boxes. Back of newspaper box and mailbox should be flush.
4. Attach twin bar (B), to bottom of mailboxes or newspaper boxes, leave loose. Attach scroll to bar. Lift boxes and insert scroll support dowel pin into post.
5. Starting with twin bar (B), tighten all bolts. Ensure twin bar is in the middle of the slotted hole. Next, tighten the mailboxes to twin plate (A), starting with the top bolts first, ensuring they are square to the plate. Finally, tighten twin plate (A) to post, starting with top bolts first.
6. Place assembled post into hole, line up box with curb, and add concrete.
7. If needed, drive a stake into ground 3 or 4 feet behind post. Tie a string from stake to top of post to keep unit plumb.

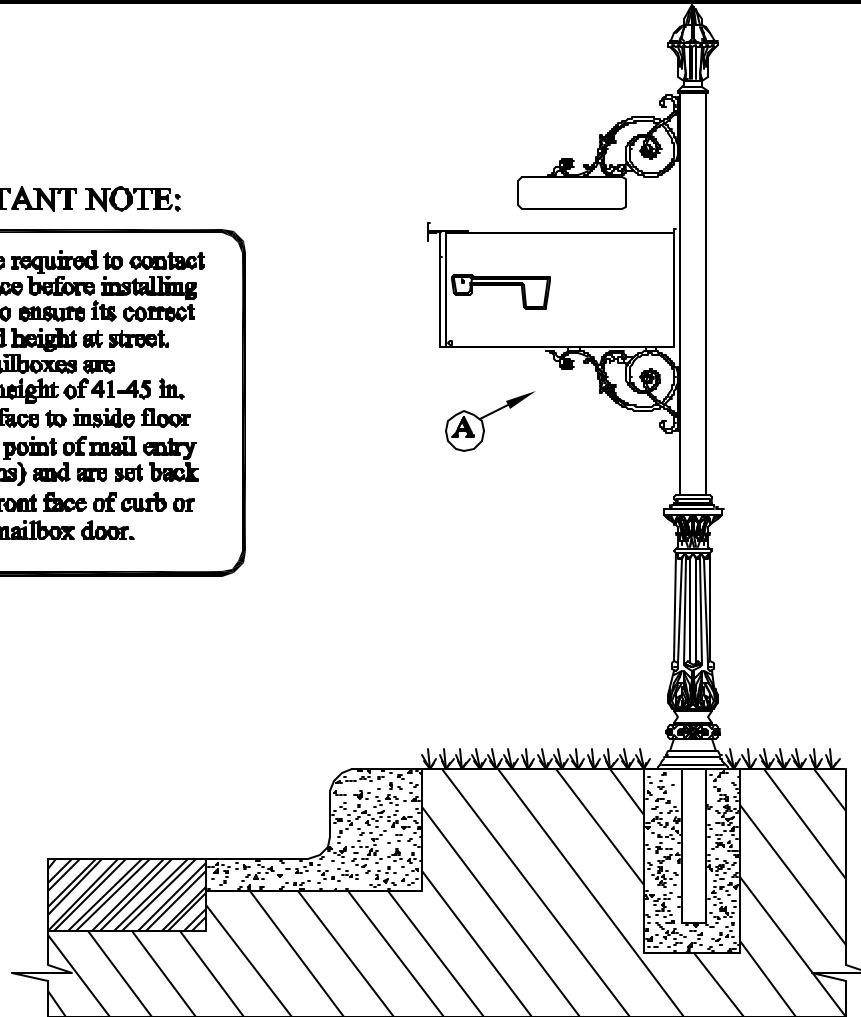


IMPERIAL MAILBOX SYSTEMS

3901 NORRIS LANE MILLBROOK, ALABAMA 36054
 PHONE (334) 285-6601 800-647-0777 FAX (334) 285-6635
 CLASSIC SERIES ASSEMBLY INSTRUCTIONS

IMPORTANT NOTE:

Customers are required to contact local post office before installing the mailbox to ensure its correct placement and height at street. Generally, mailboxes are installed at a height of 41-45 in. from road surface to inside floor of mailbox or point of mail entry (locked designs) and are set back 6-8 in. from front face of curb or road edge to mailbox door.



Assembly & Installation Instructions

To Facilitate Installation: Completely assemble entire mailbox unit. Dig hole approximately 16 inches deep with post hole digger or shovel and install box using either wet or dry mix of concrete. Level box not post, with a slightly forward angle. Some temporary support may be necessary while concrete sets.

1. Bolt support bracket (A), to bottom of box. For newspaper holder option, attach newspaper holder to box, then attach bracket (A) to newspaper holder
2. Attach mailbox and bracket to pole.
3. Attach number plate and finial to pole.
4. Place assembled post into hole, line up box with curb, and add concrete.
5. If needed, drive a stake into ground 3 or 4 feet behind post. Tie a string from stake to top of post to keep unit plumb.



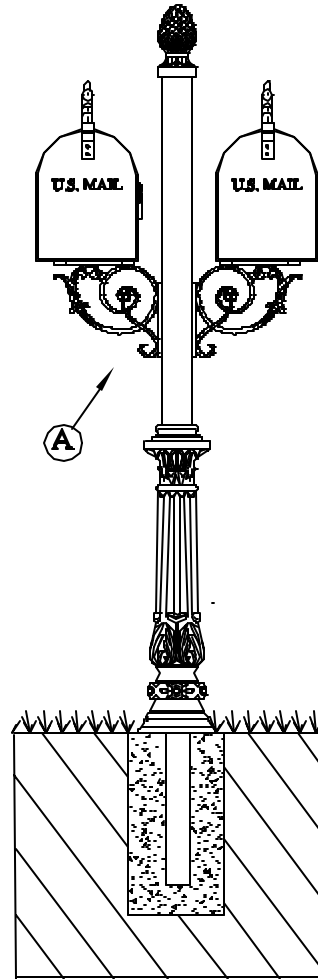
IMPERIAL MAILBOX SYSTEMS

3901 NORRIS LANE MILLBROOK, ALABAMA 36054
 PHONE (334) 285-6601 800-647-0777 FAX (334) 285-6635

TWIN C2 ASSEMBLY INSTRUCTIONS

IMPORTANT NOTE:

Customers are required to contact local post office before installing mailbox to ensure its correct placement and height at street. Generally, mailboxes are installed at a height of 41-45 in. from road surface to inside floor of mailbox or point of mail entry (locked designs) and are set back 6-8 in. from front face of curb or road edge to mailbox door.



Assembly & Installation Instructions

To Facilitate Installation: Completely assemble entire mailbox unit. Dig hole approximately 16 inches deep with post hole digger or shovel and install box using either wet or dry mix of concrete. Level box not post, with a slightly forward angle. Some temporary support may be necessary while concrete sets.

1. Bolt support brackets (A), to bottom of boxes. For newspaper holder option, attach newspaper holder to box, then attach bracket (A) to newspaper holder.
2. Attach mailboxes and brackets to pole.
3. Place assembled post into hole, line up box with curb, and add concrete.
4. If needed, drive a stake into ground 3 or 4 feet behind post. Tie a string from stake to top of post to keep unit plumb.



IMPERIAL MAILBOX SYSTEMS

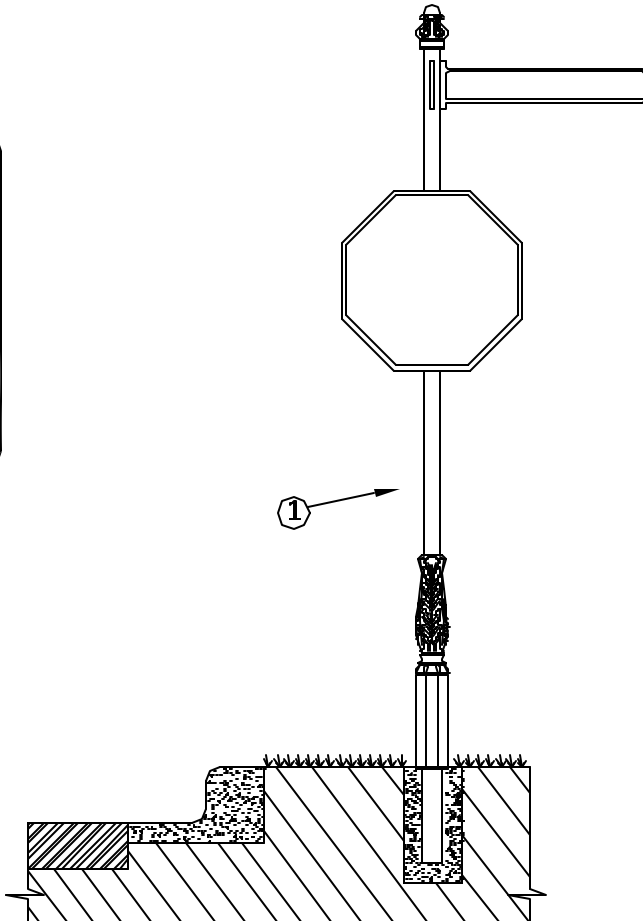
3901 NORRIS LANE MILLBROOK, ALABAMA 36054
 PHONE (334) 285-6601 800-647-0777 FAX (334) 285-6635

STREET SIGN ASSEMBLY INSTRUCTIONS

IMPORTANT NOTE:

Customers should verify that there are no water or electrical lines in area before digging.

Generally, street signs are installed at a height of 7 feet from road surface to bottom of street sign. Contact local municipality for installation regulations.



Assembly & Installation Instructions

To Facilitate Installation: Dig a hole approximately 24 inches deep for sign with 24 inch back plate, 30 inches for 30 inch back plate using post hole digger or shovel.

1. Place pole, base, and finial into hole, verify correct positioning of sign direction.
2. While keeping base above the ground, fill hole with concrete.
3. Slide base to ground level, tighten screws.
4. Ensure sign pole is level. Do not handle pole for 24 hours.
5. After pole is secure, assemble accessories.

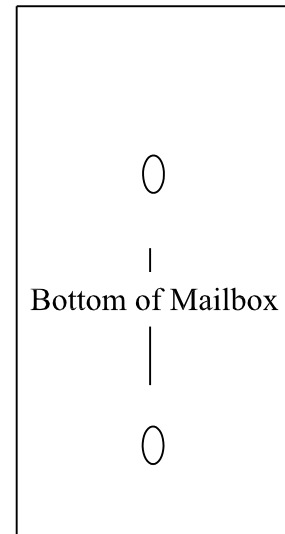
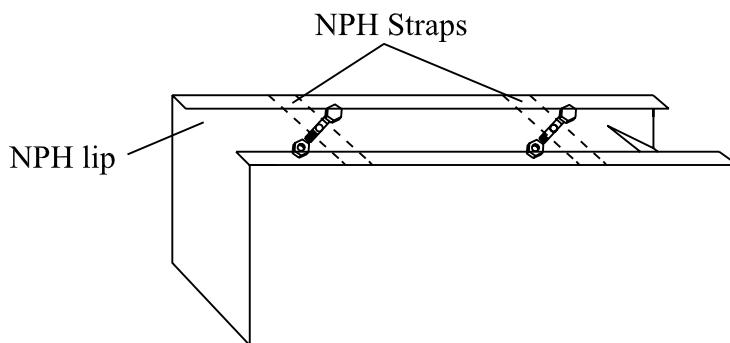


IMPERIAL MAILBOX SYSTEMS

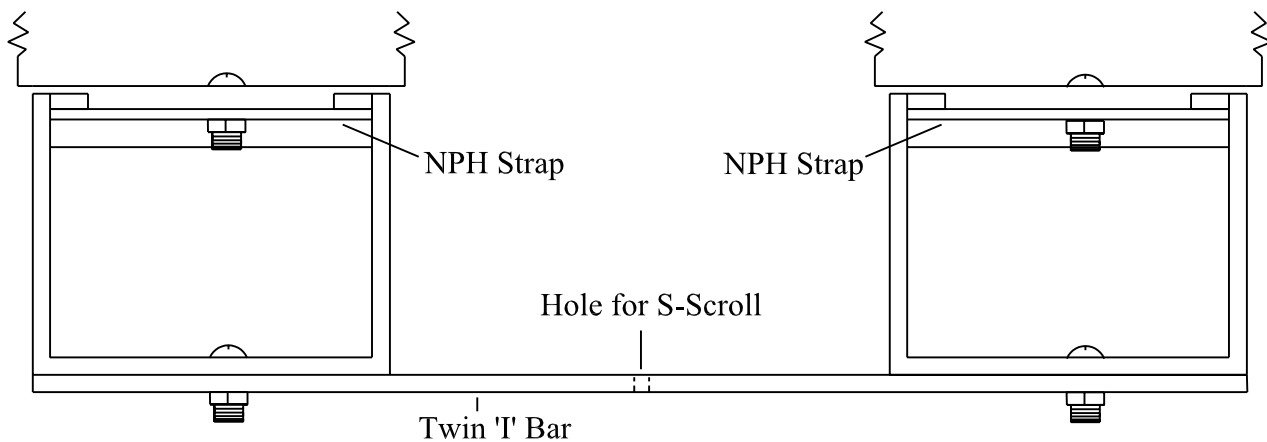
3901 NORRIS LANE MILLBROOK, ALABAMA 36054
 PHONE (334) 285-6601 800-647-0777 FAX (334) 285-6635
www.imperialmailboxsystems.com

#6 Newspaper Holder Installation Instructions

Single System:



Twin System:



To Facilitate Installation:

Single System

1. Attach Number plate to mailbox. Bolt box to post, do not tighten.
2. Insert bolts through holes inside of box. Pass through NPH strap, and tighten, ensuring strap catches NPH lip. Back of box and NPH should be flush
3. Tighten all bolts, and continue installation process

Twin System

1. Attach NPH's to each mailbox
2. Bolt Twin 'I' Bar to each NPH
3. Insert S-Scroll into post and attach to hole in Twin 'I' Bar
4. Continue installation process