

# PERSONALIZED PLAQUE ASSEMBLY INSTRUCTIONS

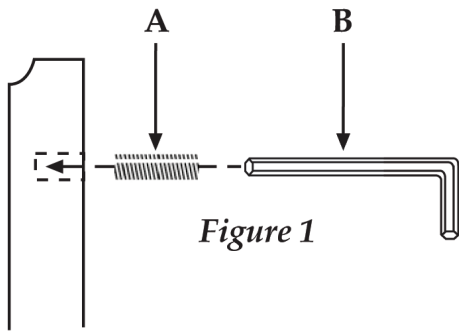


Figure 1

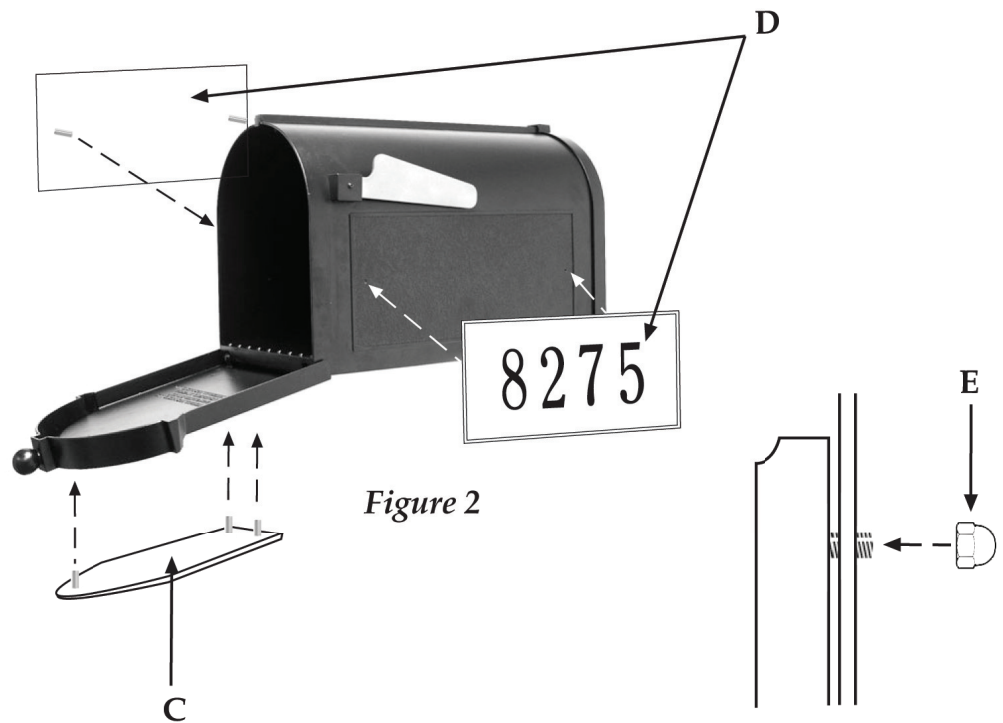


Figure 2

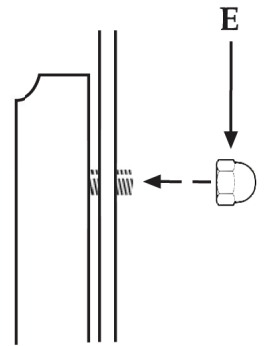


Figure 3

- A - Threaded Studs - 7
- B - Allen Wrench - 1
- C - Door Plaque - 1
- D - Side Plaques - 2
- E - Acorn Nuts - 7

## To attach your Personalized Address Plaques to your Whitehall Mailbox:

- 1) Locate screw position marks on side of mailbox body and on inside of door panel.
- 2) Drill holes through the mailbox walls with No. 7 or 3/16" drill.
- 3) Insert threaded studs (A) into the back side of the door and side plaques. Tighten with allen wrench (B). (See Figure 1)
- 4) Position the side plaques (D) so the studs are pushed through the holes in the mailbox wall and the plaque is located within the border. (See Figure 2)
- 5) Repeat Step 4 for the door plaque (C). (See Figure 2)
- 6) Using the acorn nuts provided (E), secure the plaques from the inside of the mailbox. (See Figure 3) (Pliers or a small socket wrench are helpful)

## 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.