

# Decorative 3" Round In-Ground Mailbox Post (Model 7507) Assembly Instructions

Thank you for purchasing this premium mailbox post. If you have any questions about how to assemble or install this product, or if you need any replacement parts, please call us directly at (800) 824-9985 or contact us at [www.mailboxworks.com](http://www.mailboxworks.com)

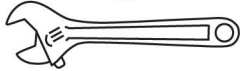
## Assembly Instructions

### Tools

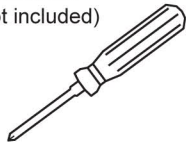
Two Crescent or Open End Wrenches  
(not included)



- or -

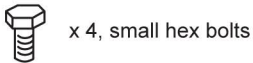


Phillips head  
screwdriver  
(not included)

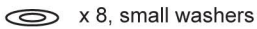


### Hardware

To attach the plate to the post:



x 4, small hex bolts



x 8, small washers

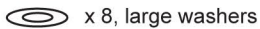


x 4, small nuts

To attach the mailbox to the post:



x 4, large hex bolts



x 8, large washers

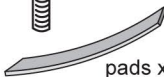


x 4, large nuts

To attach the post cover to the post:



screws x 4



pads x 4

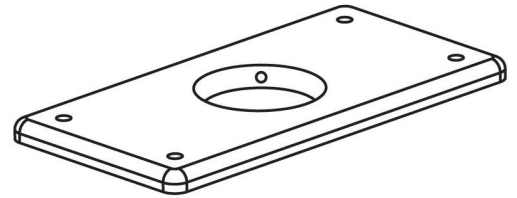
1

Slide the Top Plate onto the Post end until the bolt holes are aligned.



2

Attach the Top Plate to the Post using the 4 small bolts.

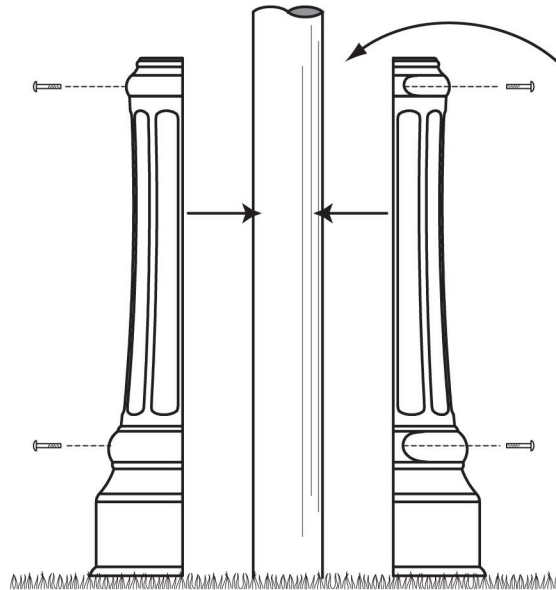


3

Attach the Decorative Post Cover to the post as shown using the 4 screws. Make sure to partially screw in all screws before tightening them to help align the two halves of the post cover. **DO NOT** twist or move the cover on the post after it is tightened - this may scratch the post.

This step can be performed before or after the mailbox is attached to the top of the post.

The Decorative Post Cover rests against the ground and does not require any further attachment to the post or any other part.



Optional: If desired, attach the self-adhesive rubber pads to the cover or to the post where the two parts meet to prevent rattling or rubbing.

4

The method for installing the mailbox onto the post and the post into the ground depends on the type of mailbox being used. Please refer to the instructions included with your mailbox for the remainder of the installation. Use the large bolts, nuts and washers to attach the mailbox to the post.

The Mailbox Works

[www.mailboxworks.com](http://www.mailboxworks.com) (800) 824-9985