Plaque Options

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Universal Side Address Plaques
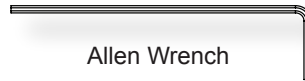
(W) — Balmoral Monogram

2348 — Capitol Door Plaque
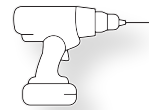
Hardware Kit

Acorn Nuts

Threaded Studs

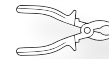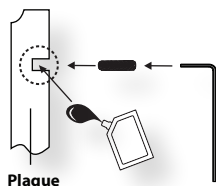Allen Wrench

Tools Needed

Power Drill

1/4" Drill Bit

Pliers or 3/8" Socket w/ Wrench

Hardware and Plaque Install Instructions

1) Drill holes through mailbox where you will be mounting plaques with a 1/4" drill bit. Mailbox has small indentation on surface to indicate drilling locations. Depending on the model purchased, your drilling will differ. **(See mailbox images to right for drilling locations)**

2) Apply a small amount of silicon sealer *(Included with mailbox post package)* in and around the holes in the back side of the plaques. Insert the threaded studs into the back side of the plaque. Tighten with Allen wrench. Do not over tighten. **(SEE FIGURE 1)**

3) Position the plaques so the studs align with the holes you drilled in the mailbox and carefully insert into holes.

4) Apply a small amount of silicon sealer to the inside of the mailbox around the studs where they come through the mailbox. Using the acorn nuts provided, secure the plaque from the inside of the mailbox. Do not over tighten. **(SEE FIGURE 2)** *Use pliers or 3/8" socket wrench to tighten down acorn nut.*
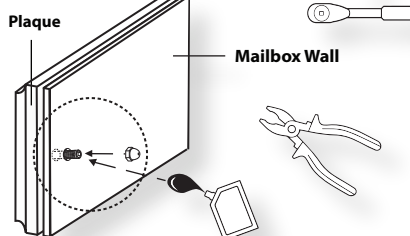
FIGURE 1

Plaque

IMPORTANT NOTE:
Depending on plaque style, not all hardware will be used.
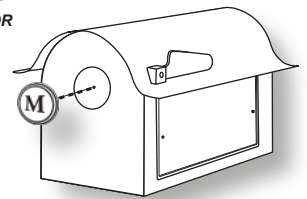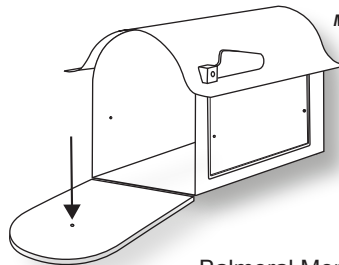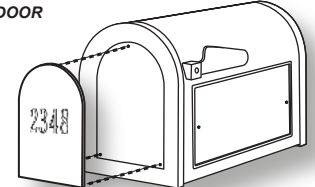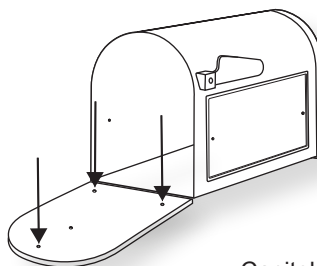
FIGURE 2

Plaque

Mailbox Wall

Mailbox Drill Guide for Plaque Mounting

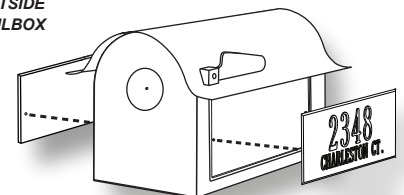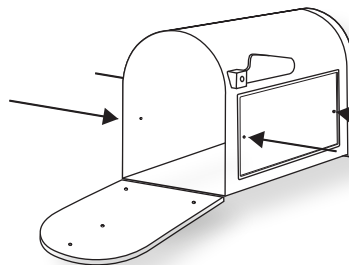*DOOR DRILLING INDENTATION ON INSIDE OF MAILBOX DOOR*

(M)

Balmoral Monogram Plaque Mounting

DOOR DRILLING INDENTATION ON INSIDE OF MAILBOX DOOR

2348

Capitol Door Plaque Mounting

SIDE DRILLING INDENTATION ON OUTSIDE OF MAILBOX

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Universal Side Address Plaque Mounting

Need additional assistance? If you have questions about your mailbox you may call Whitehall Products Customer Service: 800.728.2164