

SINCE 1897

Northcote

— P O T T E R Y —

METRO LETTERBOX INSTALLATION INSTRUCTIONS

⚠ WARNING

- **Do not** install your letterbox directly into wet cement as this can affect the final condition of your letterbox later.
- **Do not** drill into the letterbox to install the letterbox numbers/letters. We recommend the use of stick-on letters or an adhesive such as liquid nails to secure the numbers/letters on the letterbox.

Before commencing the installation of your letterbox, please ensure the keys unlock the backing plate successfully.

CAUTION

It is recommended that safety gloves are worn during the installation of this letterbox to avoid potential injury caused by sharp surfaces.

LETTERBOX PLACEMENT & LOCATION

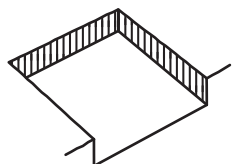
Ensure your letterbox is installed in a location that is convenient and accessible for your postal carrier.

Installation Option A

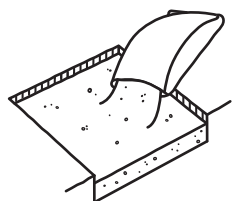
Use a paver to create a solid, level site to adhere your letterbox to with Liquid Nails.

Requirements

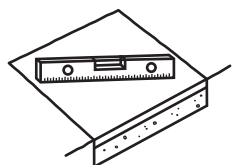
- Concrete Paver (large enough to fit the base of your letterbox)
- Liquid Nails or similar adhesive
- Sand
- Spade
- Spirit Level



- 1.** Prepare a level and firm site large enough to fit the width and depth of the paver. Use a spade to remove any lawn or other growth.



- 2.** Pour sand into the hole to help with levelling, and smooth it out.

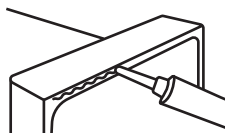


- 3.** Place the paver into the hole and use a spirit level to ensure it's level.

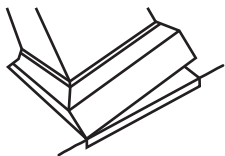
Installation Option B

Use instant cement to create a solid, level site to adhere your letterbox to with Liquid Nails.

Follow the steps as per Installation Option A, but instead of using a concrete paver and sand, prepare a small concrete slab in the hole using instant cement. The slab should be large enough to fit the base of your letterbox, and approximately 4cm in depth. Ensure it is level, and then once fully dry, glue the letterbox to the slab as below.



- 4.** Once level, apply Liquid Nails to the edges of the base of the letterbox (to the surfaces that will meet the paver). Be careful not to apply excess glue, as it may spread to the outer surface of the letterbox.



- 5.** Carefully place the letterbox into position on the prepared paver and leave to set. Once dry, your letterbox is ready to use.

We hope you enjoy your letterbox for many years to come.

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