

Mailbox Post / Double Planter Box / Sign Post

Assembly Configurations & Mounting Instructions



Colebrook

(2 Planters)

Dover

(1 Arm & Bracket)

Rockport

(2 Arms & Plates)

Signature

(1 Arm, Bracket & Planter)

Woodhaven

(1 Arm)

Materials Included: (In 2 boxes)

Part #	Description	Quantity
1	Decorative vinyl post	1
2	4" sq. x 56" Treated wood post	1
3	4" sq. x 24" Treated wood post	1
4	Vinyl mailbox arm	As shown
5	Vinyl Planter box	As shown
6	Mailbox mounting bracket	As shown
7	1" x 6" Vinyl Plate (Rockport only)	2
8	Hardware kit (Includes):	
	3" Self-tapping stainless screws	3
	2 1/4" Galvanized lag bolts	2
	1" Galvanized fender washers	2
	* Tan/Grey snap caps & nylon washers	3
	* (comes with colors other than white)	

Materials (Optional): (Not Included)

- Steel mailbox (standard size: 18 3/4" x 8 3/4" x 6 1/4").
- Custom address plaques/hardware (order form included).
- Two bags of pre-mix concrete. *
- * Strongly recommended for the stability of this product.

General Information:

- Read instructions through carefully before beginning assembly.
- Identify each component from material list.
- Do not use excessive force when assembling components.
- Use a light-weight, standard sized mailbox for mounting (not included).
- To clean this product, for best results use a soap solution and high pressure water.
- In the event of missing or defective parts, please call our customer service department at 1-800-282-9346 (ext.#20).

Tools Required:

- Cordless drill with #2 Robertson bit
- 7/16" socket wrench
- Tape measure
- Slotted screwdriver
- Level
- Shovel



(Fig. 1)
Cap & washer assembly.

1



Slip the 24" wood post (part 3) into the hole in the bottom of the vinyl post (part 1). Follow this with the 56" wood post (part 2) and push in until the wood "bottoms out" inside the vinyl post. This will leave approx. 24" showing, which gets buried into the ground. **Note:** for a deeper installation, you can substitute the 56" post with a longer one (not included).

2



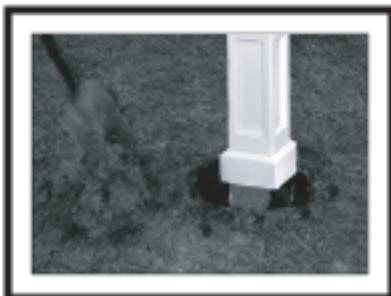
Using the pilot holes provided, fasten the mailbox arm (part 4) to the vinyl post as illustrated. Use one 3" screw in the bottom of the arm, and one lag bolt & washer in the top. To ensure limited lateral movement of the arm, make sure the lag bolt is snug. **Note:** check the diagrams on the front cover for the exact configuration of your product. Also, for colors other than white, use the snap caps & washers along with the screws. See (Fig. 1) on the front cover.

3



Again, using the pilot holes provided, fasten the planter box (part 5) to the vinyl post as illustrated. Use one 3" screw in the bottom arm of the planter, and one lag bolt & washer in the top. To ensure proper attachment and support for the planter, make sure the lag bolt is snug. **Note:** check the diagrams on the front cover for the exact configuration of your product.

4



Dig a 24" deep hole in the desired location. Set the post in place and adjust the depth of the hole if needed, making sure the wood will be completely buried. Level the post, and fill in the hole. We strongly recommend using pre-mix concrete (not included) for added strength and stability.

5



Once the cement has been given time to cure, fasten the mailbox mounting brackets (part 6) to the arm. To fasten the brackets, follow the instructions on the reverse side of the mounting kit. For the Rockport, use the 1" x 6" vinyl plates (part 7) included in place of the brackets. They are attached across the arms, using four 2" screws with washers (not included). This will provide more strength, by securing into the wood inserts in the arms. Finally, set your mailbox (sold separately) onto the brackets or plates, and secure in place.

Academy Vinyl Mailbox Post Company
www.vinylmailboxpost.com