

ELITE LETTERBOXES



HARBOUR LETTERBOX INSTALLATION INSTRUCTIONS

Before Installation:

The mounting frame on the bottom of your letterbox will need to be removed so it can be anchored to a concrete slab. Please note, it is important that the mounting frame retains the same orientation with the letterbox when it is reinstalled after anchoring the mounting frame to the concrete. The frame cannot be turned upside down or rotated.

We suggest marking the front of the mounting frame to indicate how it was originally connected to the letterbox. Once you have marked the frame, use a screwdriver to detach it from the letterbox.

When the time comes to anchor the mounting frame into place, position it on the concrete with the mark facing the street.

Anchoring your letterbox to the ground:

Option 1 (for pre-existing concrete base):

1. If you already have a level concrete base already in place, you will need to use a masonry anchor (not provided) to secure the mounting frame.
2. Make sure the mounting frame is correctly aligned - check that the mark you have created is facing the street and is the correct way up.
3. Ensure the mounting frame is straight by using a spirit level. To help level the frame, small washers can be used to adjust the height of the corners.
4. Attach the mounting frame to the concrete base using a masonry anchor. Then position the letterbox over the mounting frame and secure it to the mounting frame with the screws provided.

Option 2 (creating a new concrete base):

1. Pour a concrete slab for the letterbox, ensuring the size is at least the same as the base of the letterbox and the depth of the slab is approximately 300mm.
2. As the concrete is being poured place the anchor bolt provided into the concrete, leaving the threaded end of the anchor bolt protruding approximately 40 – 50mm.
3. After the concrete has dried, position the mounting frame over the anchor bolt. Check the mark you have created is facing the street and is the correct way up, then secure with the anchor nut.
4. Ensure the mounting frame is straight by using a spirit level. To help level the frame, small washers can be used to adjust the height of the corners.
5. Position the letterbox over the frame and secure it to the mounting frame with the screws provided.