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Attention: ANDY POLI

Reference:

Customer # 198198 Type: 1 Date: 4/18/2011
(if available)



Thank you for the opportunity to submit this proposal.

CUSTOMER:

ORCHARD PLACE HOA
2111 TIBBETS COURT

ANN ARBOR MI 48105-
Phone: (734) 332-0732
Fax: (000) 000-0000

SHIP TO:

ANDY POLI
2111 TIBBETS COURT

ANN ARBOR MI 48105-

QTY	MODEL #	DESCRIPTION (Give color, options or specifications when required)	UNIT PRICE	PRICE
35	4850BGE	HEAVY DUTY RURAL MAILBOX-BEIGE	\$90.00	\$3,150.00
35	4815BGE	NEWSPAPER HOLDER-BEIGE	\$50.00	\$1,750.00
15	4890BGE	CLASSIC MAILBOX POST-BEIGE	\$125.00	\$1,875.00
10	4882BGE	SPREADER-2 WIDE-BEIGE	\$50.00	\$500.00
5	4883BGE	SPREADER-3 WIDE-BEIGE	\$60.00	\$300.00
15	4896	IN-GROUND MOUNTING KIT-FOR 4890, 4891, 4892	\$30.00	\$450.00
5	1202BLK	CUSTOM NUMBERS/LETTERS-1 1/2 INCHES HIGH-BLACK	\$15.00	\$75.00

See "Commercial and Residential Mailboxes" catalog for product specifications, terms & conditions.

Sales Amt **\$8,100.00**
LESS 20% **\$1,620.00**
Subtotal **\$6,480.00**
Sales Tax **\$0.00**
Shipping **\$875.00**
Total Bid Proposal **\$7,355.00**

Shipping Date (approximate) _____ Submitted By **MONICA MENENDEZ**

To order, please complete the information below and submit to Salsbury Industries.

METHOD OF PAYMENT		SHIPPING	PAYMENT																																
<input type="checkbox"/> Check or Money Order Enclosed		SHIPPING METHOD	Total Order \$ _____																																
<input type="checkbox"/> Deposit Enclosed 50% min. - balance COD - certified funds		<input type="checkbox"/> Best Available																																	
<input type="checkbox"/> Net 30 Days PO # _____ (upon approved credit)		<input type="checkbox"/> Other _____	Amount Enclosed \$ _____ (or charged to credit card)																																
<input type="checkbox"/> Credit Card		SHIPPING TERMS	Balance Due \$ _____																																
<input type="radio"/> VISA 13 or 16 digits		<input type="checkbox"/> Payment Enclosed	MB-118275																																
<input type="radio"/> MASTERCARD 16 digits		<input type="checkbox"/> Collect																																	
<input type="radio"/> AMERICAN EXPRESS 15 digits		<input type="checkbox"/> Prepay and add to the invoice (upon approved credit)																																	
<input type="radio"/> DISCOVER / NOVUS 16 digits																																			
<input type="radio"/> I.M.P.A.C. (VISA and MC) 13 or 16 digits																																			
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																				
Account Number	Expiration Date	Cardholder (if paying by credit card) _____																																	

Heavy Duty Rural Mailboxes – 4850

Installation Instructions

U.S.P.S. APPROVED

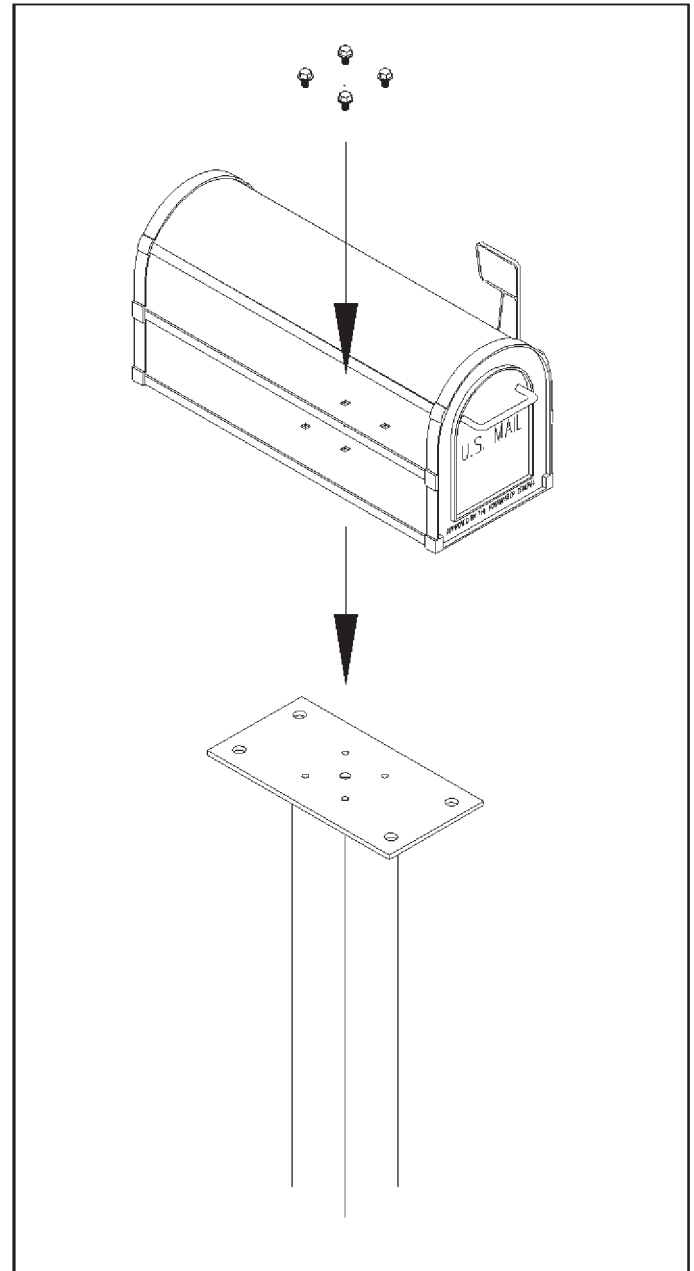
Installing Mailbox on a Standard Mailbox Post

Thank you for selecting Salisbury's 4850 heavy duty rural mailbox. We are confident that the quality and construction of the mailbox will prove to be a good investment.

This instruction sheet is for installing the 4850 mailbox on a Salisbury standard mailbox post. Other installation instructions are available for installing the mailbox on a decorative post or on spreaders, mounting the post in a concrete footing, or mounting the 4815 newspaper holder.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

The top plate of the standard rural mailbox post has four tapped holes. There are four 5/16" hex washer head bolts provided with the post to attach the mailbox to the post. Open the front door of the mailbox and install the four hex washer head bolts through the four holes in the inside floor of the mailbox and through the four tapped holes on the top plate of the standard rural mailbox post.



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Heavy Duty Rural Mailboxes – 4850

Decorative Post Installation Instructions

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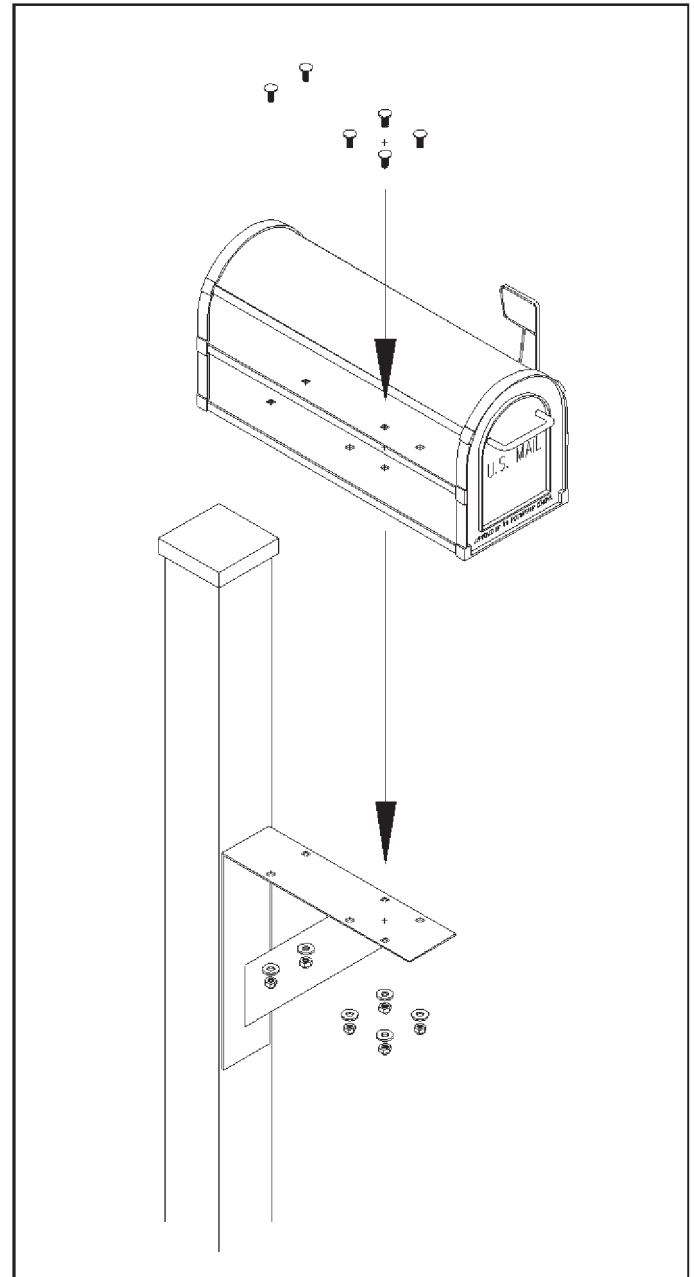
Installing Mailbox on a Decorative Post

Thank you for selecting Salisbury's 4850 heavy duty rural mailbox. We are confident that the quality and construction of the mailbox will prove to be a good investment.

This instruction sheet is for installing the 4850 mailbox on a Salisbury decorative mailbox post. Other installation instructions are available for installing the mailbox on a standard post or on spreaders, mounting the post in a concrete footing, or mounting the 4815 newspaper holder.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

The mounting plate on the decorative post has six (6) plain holes. Set the mailbox on the mounting plate, open the door, and insert the six (6) 5/16" carriage bolts supplied with the mailbox into the six (6) holes in the floor of the mailbox. Install the 5/16" flat washers and 5/16" acorn nuts on the ends of the six (6) bolts protruding below the bottom of the post mounting plate.



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Installation instructions are provided as general guidelines. It is advised that a professional installer be consulted. Salisbury Industries assumes no product assembly or installation liability.
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Heavy Duty Rural Mailboxes – 4850

Deluxe Post Installation Instructions

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Installing Rural Mailboxes on Deluxe Mailbox Posts

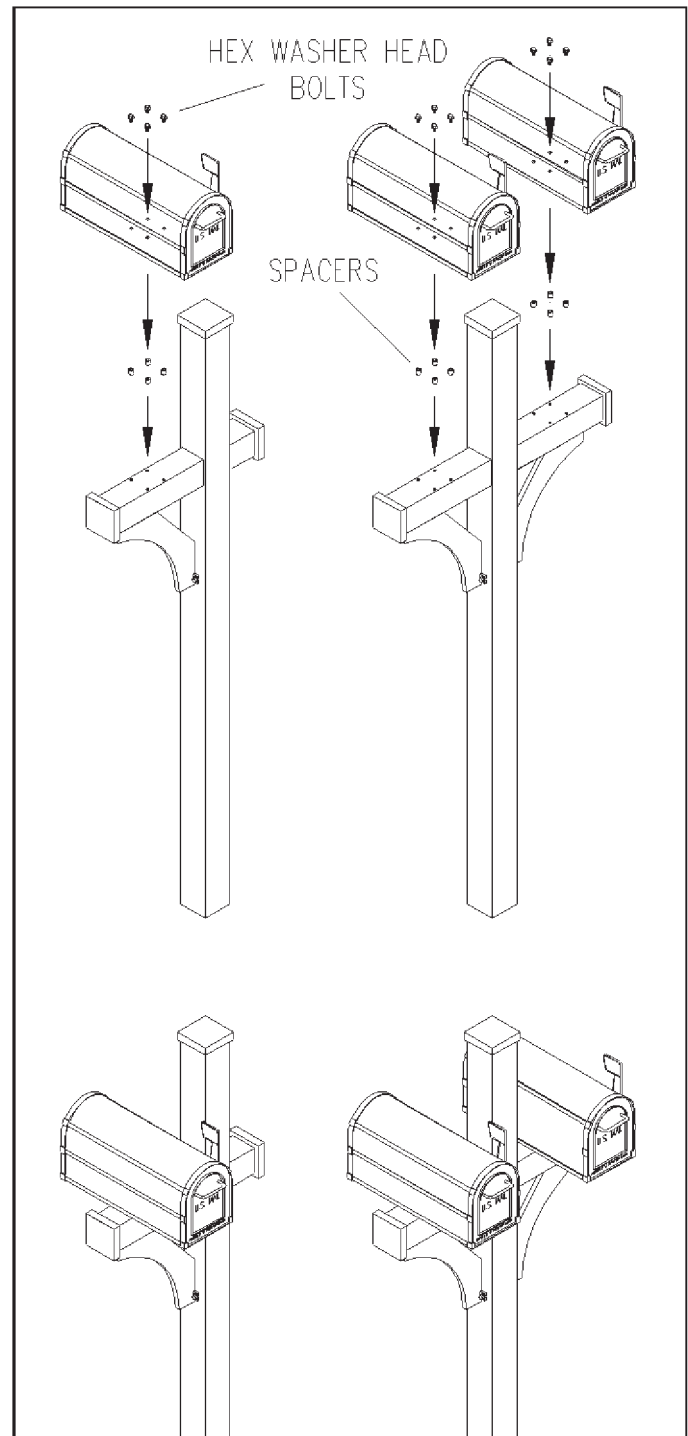
Thank you for selecting Salsbury Industries 4850 heavy duty rural mailbox. We are confident that the quality and construction of the mailbox will prove to be a good investment.

This instruction sheet is for installing the 4850 mailbox on a Salsbury deluxe mailbox post. Other installation instructions are available for installing the mailbox on a standard post, a decorative post or on spreaders, mounting the post in a concrete footing, or mounting the 4815 newspaper holder.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

There are four tapped holes for each mailbox in the top surface of the deluxe mailbox post arm(s). There are four (4) 5/16" hex washer head bolts and four (4) 1/2" nylon spacers provided with the post to attach each mailbox to the post arm(s). The 1/2" nylon spacers are placed between the bottom surface of the mailbox and the top surface of the post arm. Open the front door of the mailbox and install the four (4) hex washer head bolts through the four (4) holes in the inside floor of the mailbox, through the four (4) 1/2" nylon spacers, and into the four (4) tapped holes in the arm of the deluxe post. Tighten the bolts securely.

Note: The post for one mailbox can be assembled such that the mailbox is on the left side of the post (facing the front of the mailbox) or the right side of the post. The illustration shows the mailbox and its mounting arm on the left side of the post. Before attaching the mailbox, simply position the post when mounting it into the ground, so that the longer, mailbox-mounting arm is to the left or to the right, as desired. Then mount the mailbox on its mounting arm, always with the mailbox door facing the street or roadway.



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Heavy Duty Rural Mailboxes – 4850

Newspaper Holder Installation Instructions

U.S.P.S. APPROVED

Installing Newspaper Holder under Mailbox

Thank you for selecting Salsbury's 4850 heavy duty rural mailbox. We are confident that the quality and construction of the mailbox will prove to be a good investment.

This instruction sheet is for installing the 4850 mailbox along with a 4815 newspaper holder. Other installation instructions are available for installing the mailbox on a standard post, installing the mailbox on a decorative post, installing the mailbox on spreaders, or installing the post in a concrete footing.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

The mailbox is fastened to the newspaper holder with six (6) 5/16" carriage bolts, washers, and acorn nuts. The mailbox should be attached to the upper "A" holes when attached to a decorative post or the "B" holes when attached to a standard post as shown in Illustration 1. The assembled mailbox and newspaper holder is then fastened to the standard or decorative post with the appropriate hardware in the lower "A" or "B" holes, as required. When attaching to a decorative post, use the six (6) 5/16" carriage bolts. When attaching to a standard post, use the four (4) 5/16" hex washer head bolts included with the standard post. The four 5/16" hex washer head bolts are used to attach to the standard post, and the six (6) 5/16" carriage bolts with washers and acorn nuts are used to attach to the decorative post. See Illustration 2.

Illustration 1

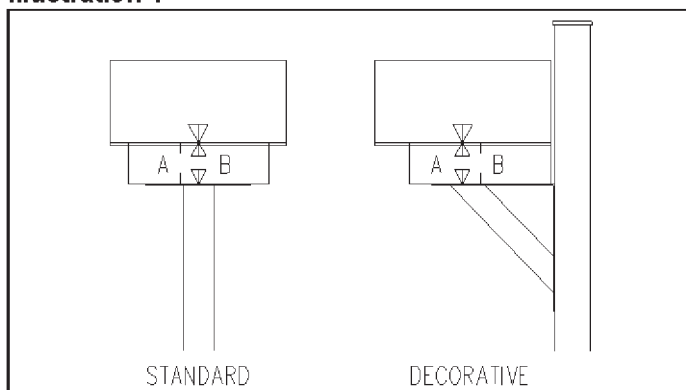
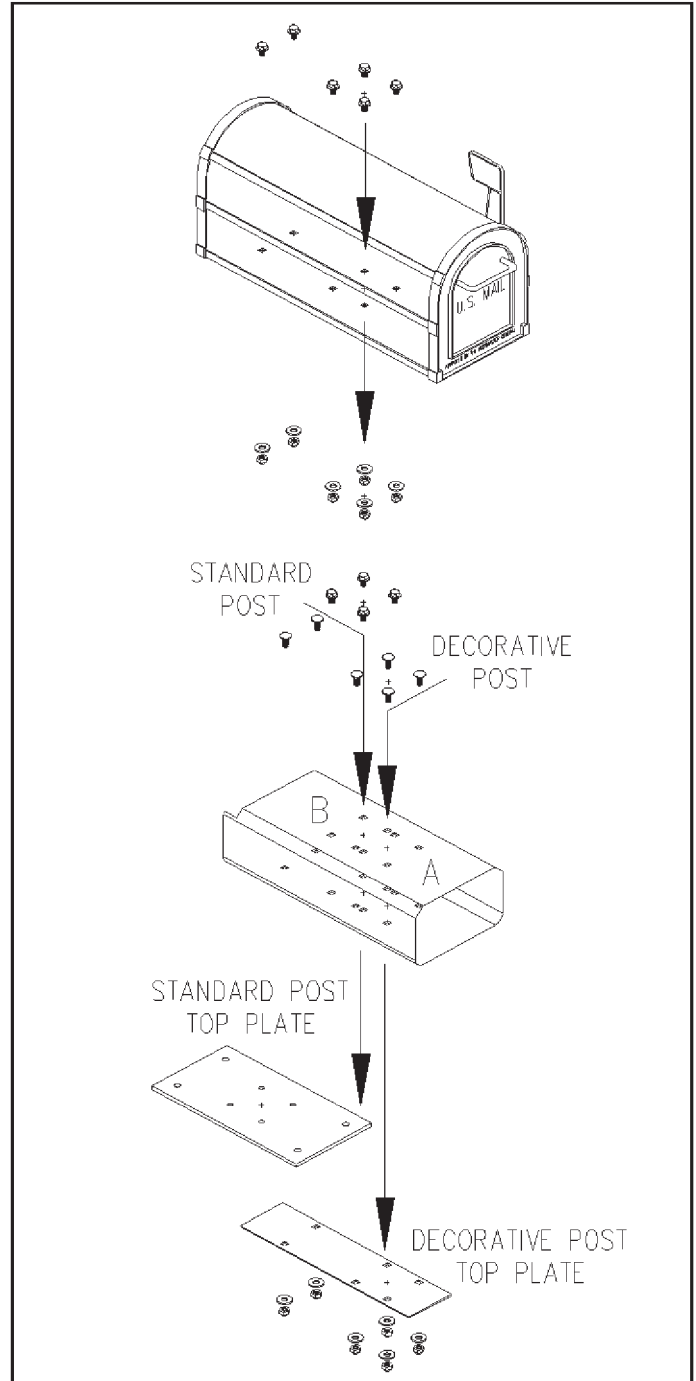


Illustration 2



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Heavy Duty Rural Mailboxes – 4850

Spreader & Standard Post Installation Instructions

U.S.P.S. APPROVED

Installing Mailboxes on Spreader & Standard Post

Thank you for selecting Salsbury's 4850 heavy duty rural mailbox. We are confident that the quality and construction of the mailbox will prove to be a good investment.

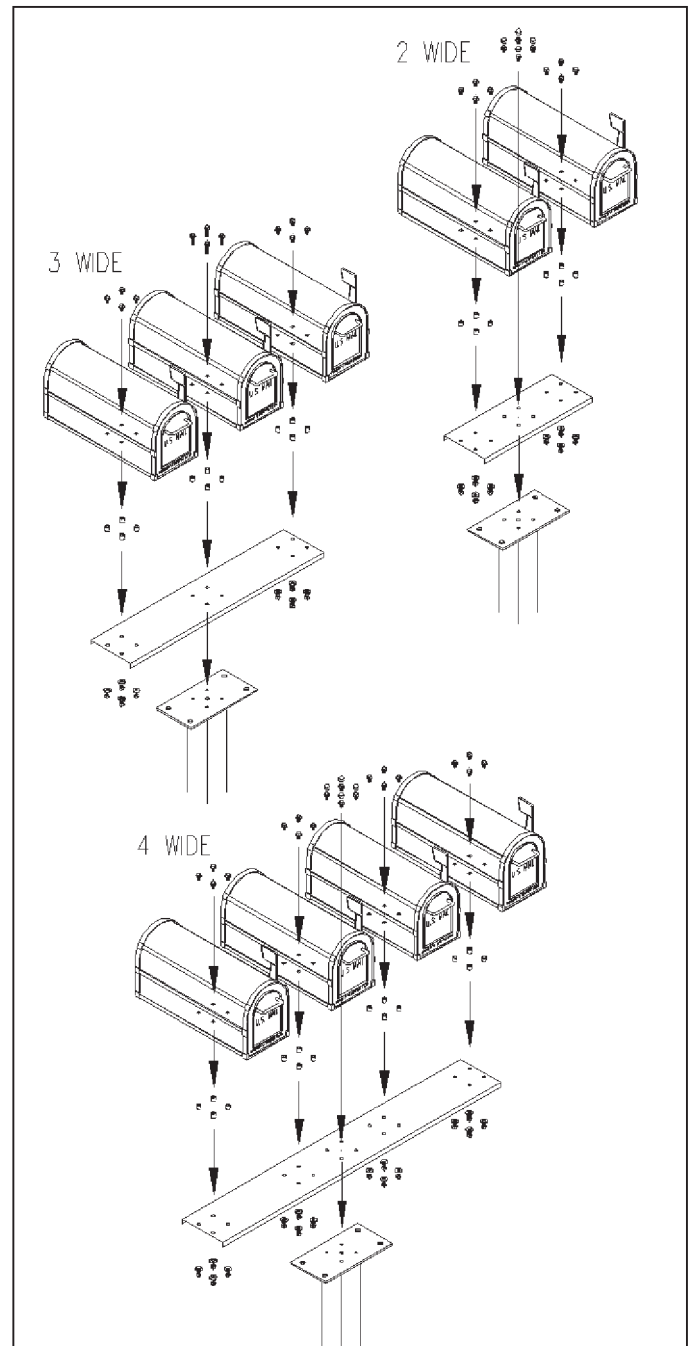
This instruction sheet is for installing 4850 mailboxes on spreaders and Salsbury standard mailbox posts. Other installation instructions are available for installing the mailboxes and spreaders on a "modern" decorative post, mounting a single mailbox on a decorative or standard post, mounting the 4815 newspaper holder, and mounting the post in a concrete footing.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

The spreaders are available in 3 widths, for mounting 2, 3, or 4 mailboxes. All 3 widths can be installed on the standard posts.

The mailboxes are mounted to the spreader using four 5/16" carriage bolts, 1/2" nylon spacers, washers, and acorn nuts. The carriage bolts are installed from the inside of the mailbox and the nylon spacers are placed between the mailboxes and the spreader. The washers and acorn nuts are installed under the spreader. The middle mailbox on the 3-wide spreader is jointly mounted to the spreader and the spreader to the post with the same set of long 5/16" hex washer bolts and nylon spacers.

The top plate of the standard post has 4 tapped holes. The spreader is mounted to the post using four 5/16" hex washer head bolts. The 2-wide and 4-wide spreaders are mounted directly to the post using the short 5/16" carriage bolts, while the 3-wide spreader is mounted to the post using the longer 5/16" carriage bolts and nylon spacers inside the middle mailbox, holding both the mailbox and the spreader to the post. Plastic caps are provided for the bolt heads to be used with the 2-wide and 4-wide spreaders. The plastic caps are not necessary for the 3-wide spreader, since the bolts are inside the middle mailbox.



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Heavy Duty Rural Mailboxes – 4850

Spreader & Modern Post Installation Instructions

U.S.P.S. APPROVED

Installing Mailboxes on Spreader & Modern Decorative Post

Thank you for selecting Salsbury's 4850 heavy duty rural mailbox. We are confident that the quality and construction of the mailbox will prove to be a good investment.

This instruction sheet is for installing 4850 mailboxes on spreaders and Salsbury "modern" decorative mailbox posts. Other installation instructions are available for installing mailboxes on a spreader on a standard post, a single mailbox on a decorative or standard post, mounting the post in a concrete footing, or mounting the 4815 newspaper holder.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

The spreaders are available in 3 widths, for mounting 2, 3, or 4 mailboxes. All 3 widths can be installed on the standard posts, while only the 2-wide or 3-wide spreader can be mounted on the "modern" decorative post (4825/4826).

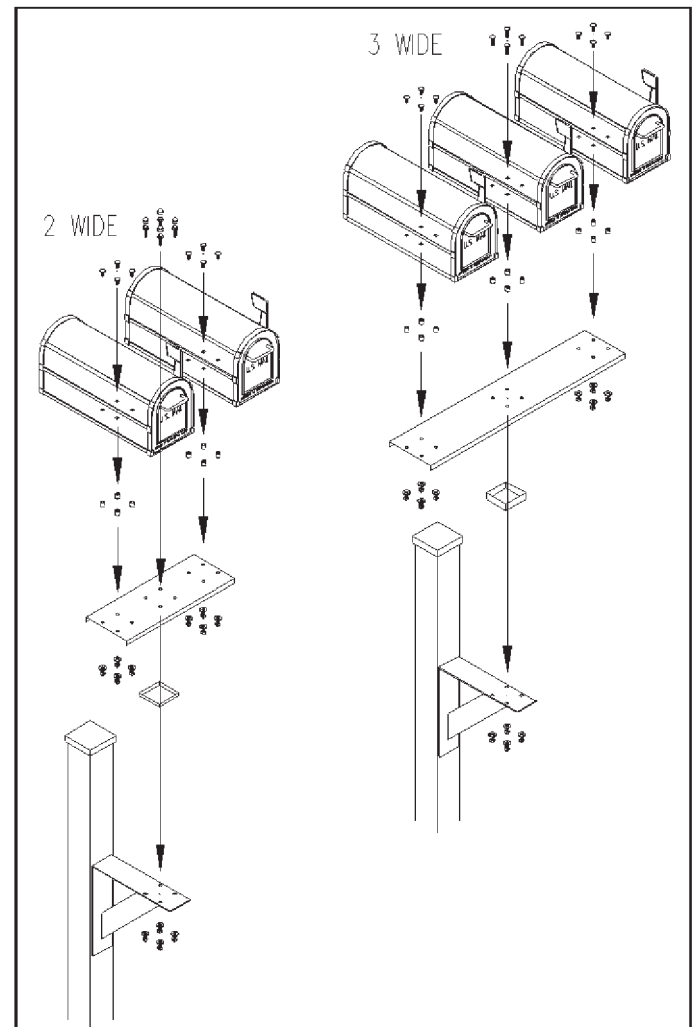
The mailboxes are mounted to the 2-wide spreader using four 5/16" carriage bolts, 1/2" nylon spacers, washers, and acorn nuts. The carriage bolts are installed from the inside of the mailbox and the nylon spacers are placed between the mailboxes and the spreader. The washers and acorn nuts are installed under the spreader.

The 2-wide spreader is mounted to the post mounting plate using four 5/16" hex washer bolts, a 1-5/8" thick square aluminum spacer, washers, and acorn nuts. The aluminum spacer is inserted between the spreader and the post mounting plate.

The far left and far right mailboxes are mounted to the 3-wide spreader using four 5/16" carriage bolts, 1/2" nylon spacers, washers, and acorn nuts. The carriage bolts are installed from the inside of the mailbox and the nylon spacers are placed between the mailboxes and the spreader. The washers and acorn nuts are installed under the spreader.

The middle mailbox and the 3-wide spreader are jointly mounted to the post mounting plate with four longer 5/16" carriage bolts, 1/2" nylon spacers, a 1-5/8" thick square aluminum spacer, washers, and acorn nuts. The aluminum spacer is inserted between the spreader and the post mounting plate.

Plastic caps are provided for the bolt heads to be used with the 2-wide spreader. The plastic caps are not necessary for the 3-wide spreader, since the bolts are inside the middle mailbox.



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Heavy Duty Rural Mailboxes – 4850

In-Ground Mounted Post Installation Instructions

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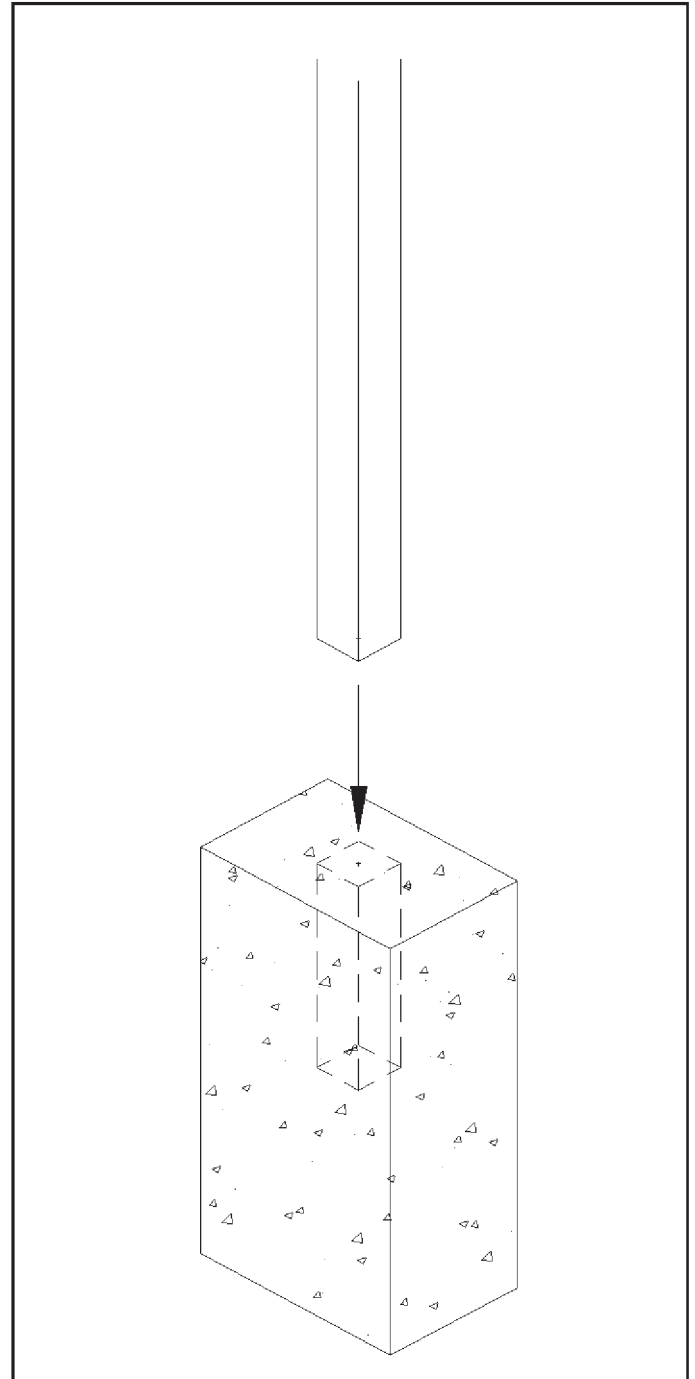
Installing the In-Ground Mounted Post for the Mailbox Into Concrete

When you install a curbside or rural mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

Dig the hole for the concrete footing, and prepare the concrete. You will need approximately 4-1/2 cubic feet. The top surface of the footing should be about 12" by 18" and extend 36" into the ground. See the illustration for the relative position of the rectangular footing to the post and mailbox. The bottom of the hole for the concrete footing should be filled with about 6" of gravel to promote drainage under the post. The top of the footing should be sloped for water runoff.

The concrete must be below the frost line. Otherwise the post will move when the ground freezes. Be careful not to puncture water, sewer, or gas lines when digging holes for footing.

Set the post in the hole and fill the hole with the prepared concrete mix. Prod the mix with a stick while filling to reduce any air pockets. If you want to conceal the concrete, pour it to within a few inches of the top of the hole and cover with soil after the concrete has set. Use a carpenter's level on the sides of the post to ensure that the post is aligned vertically. Periodically check the vertical alignment of the post as the concrete is curing.



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Heavy Duty Rural Mailboxes – 4850

Bolt Mounted Post Installation Instructions

U.S.P.S. APPROVED

Installing the Bolt Mounted Post for the Mailbox onto Anchor Bolts

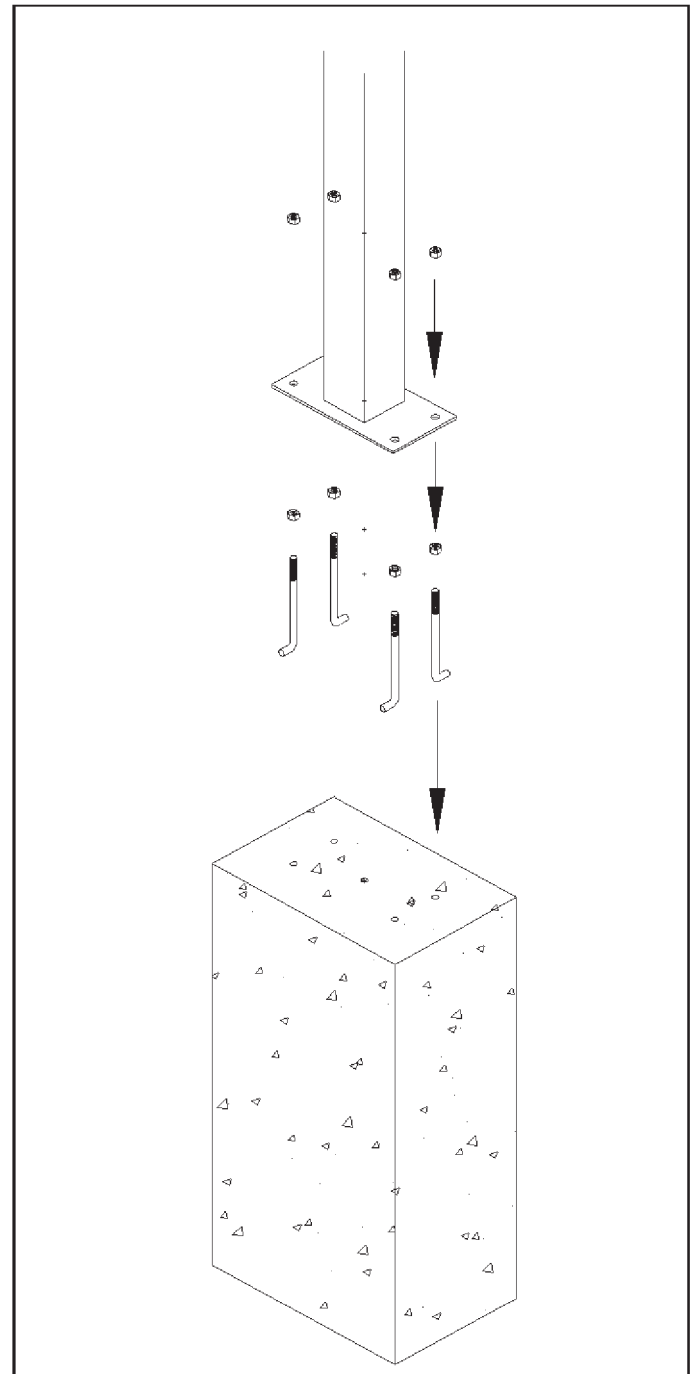
When you install a curbside or rural mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

Dig the hole for the concrete footing, and prepare the concrete. You will need approximately 4-1/2 cubic feet. The top surface of the footing should be about 12" by 18" and extend 36" into the ground. See the illustration for the relative position of the rectangular footing to the post and mailbox. The bottom of the hole for the concrete footing should be filled with about 6" of gravel to promote drainage under the post. The top of the footing should be sloped for water runoff.

The concrete must be below the frost line. Otherwise the post will move when the ground freezes. Be careful not to puncture water, sewer, or gas lines when digging holes for footing.

Four (4) 1/2" - 13 by 8" long J-shaped anchor bolts and eight (8) 1/2" - 13 nuts are provided. Attach the anchor bolts to the base of the post with four (4) nuts under and four (4) nuts over the bottom mounting plate. Pour the concrete into the hole, prodding the mix with a stick while filling to reduce any air pockets. Press the anchor bolts into the concrete until the bottom plate is resting on the top surface of the wet concrete. Use a carpenter's level on the sides of the post to ensure that the post is aligned vertically. Periodically check the vertical alignment of the post as the concrete is curing.

The concrete will shrink as it hardens, leaving a space between the anchor and the concrete when it is cured. To prevent this, loosen the top bolt one full turn prior to inserting into the wet concrete. After the anchor is inserted into the wet concrete, place your foot on the top of the threaded anchor and push down until the top nut is pressed against the anchor plate. After the concrete has hardened, re-tighten the top bolt.



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Classic Mailbox Posts

4890 Top Mount Installation Instructions

Installing Mailbox on a Classic Mailbox Post

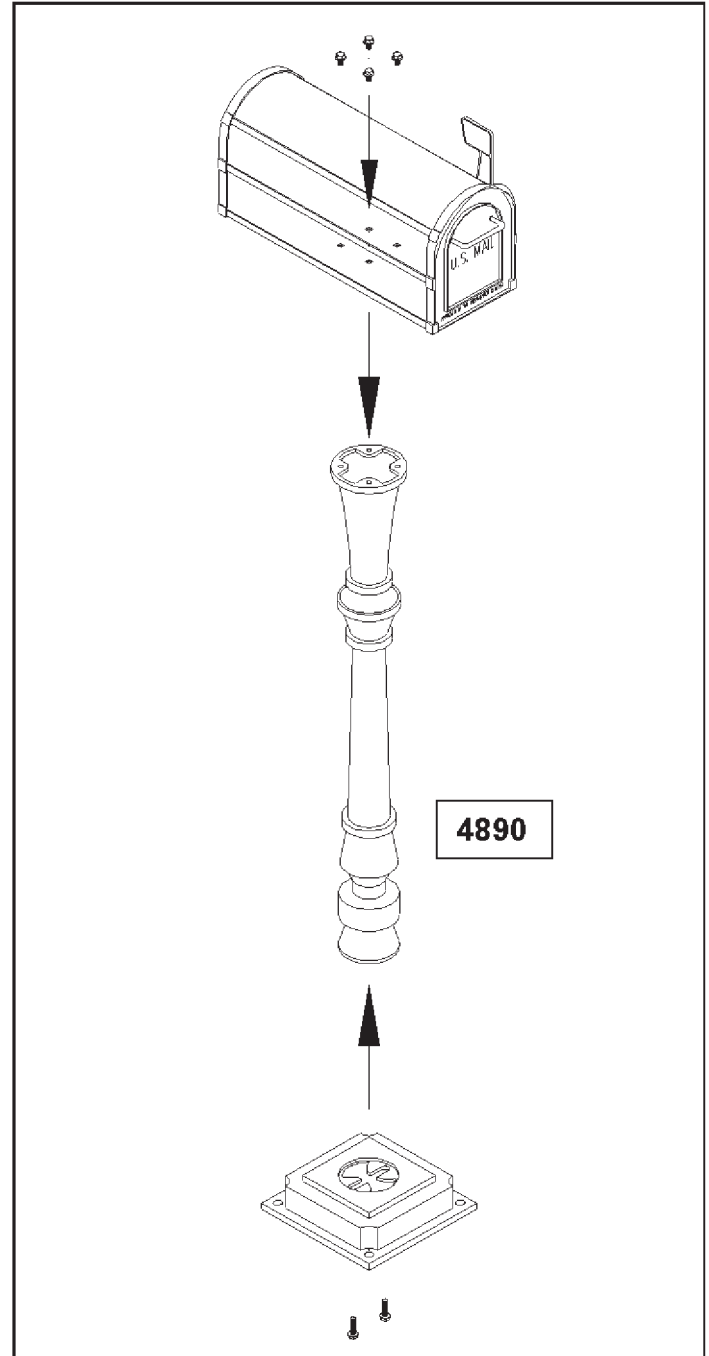
Thank you for selecting Salsbury's 4890 classic mailbox post. We are confident that the quality and construction of the post will prove to be a good investment.

This instruction sheet is for assembling the 4890 mailbox post and installing the mailbox on a Salsbury 4890 classic mailbox post. Other installation instructions are available for installing the mailbox on a 1-sided (4891) or 2-sided (4892) classic post and mounting the post in a concrete footing or into the ground.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

First, attach the base to the post with the two bolts provided. **DO NOT OVERTIGHTEN THESE BOLTS.**

The top of the classic mailbox post has four tapped holes. There are four 5/16" hex washer head bolts provided with the post to attach the mailbox to the post. Open the front door of the mailbox and install the four hex washer head bolts through the four holes in the inside floor of the mailbox and through the four tapped holes on the top of the classic mailbox post.



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Classic Mailbox Posts

4891 and 4892 Side Mount Installation Instructions

Installing Mailbox on a Classic Mailbox Post

Thank you for selecting Salsbury's 4891 or 4892 classic mailbox post. We are confident that the quality and construction of the post will prove to be a good investment.

This instruction sheet is for assembling the 4890 mailbox post and installing the mailbox on a Salsbury 4891 (1-sided) or 4892 (2-sided) classic mailbox post. Other installation instructions are available for installing the mailbox on a 4890 classic post and mounting the post in a concrete footing or into the ground.

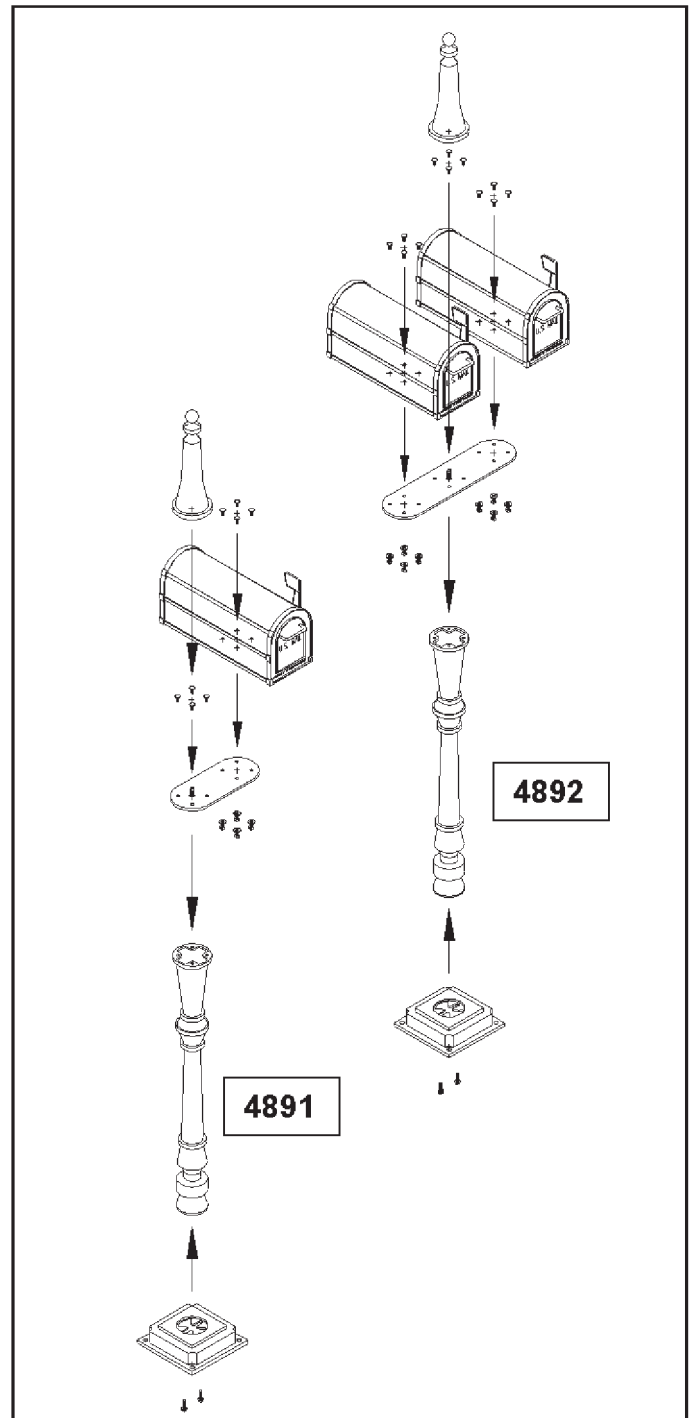
When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

First, attach the base to the post with the two bolts provided. **DO NOT OVERTIGHTEN THESE BOLTS.**

The top of the classic mailbox post has four tapped holes. There are four 5/16" hex washer head bolts provided with the post to attach the 1-sided or 2-sided arm to the post.

The arm has one (4891) or two (4892) sets of four holes for attaching the mailbox(es). Open the front door of the mailbox and install the four 5/16" carriage bolts through the four holes in the inside floor of the mailbox and through the four holes on the arm of the classic mailbox post. Install the washers and acorn nuts to the carriage bolts underneath the arm. Repeat for mounting the second mailbox on a 4892 classic post.

Finish the installation by turning the finial onto the 1/2"-13 stud protruding from the top of the arm. Tighten the finial securely.



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Classic Mailbox Posts

Bolt Mount Post Installation Instructions

Installing the Bolt Mounted Post onto Anchor Bolts

Thank you for selecting Salsbury's 4890, 4891, or 4892 classic mailbox post. We are confident that the quality and construction of the post will prove to be a good investment.

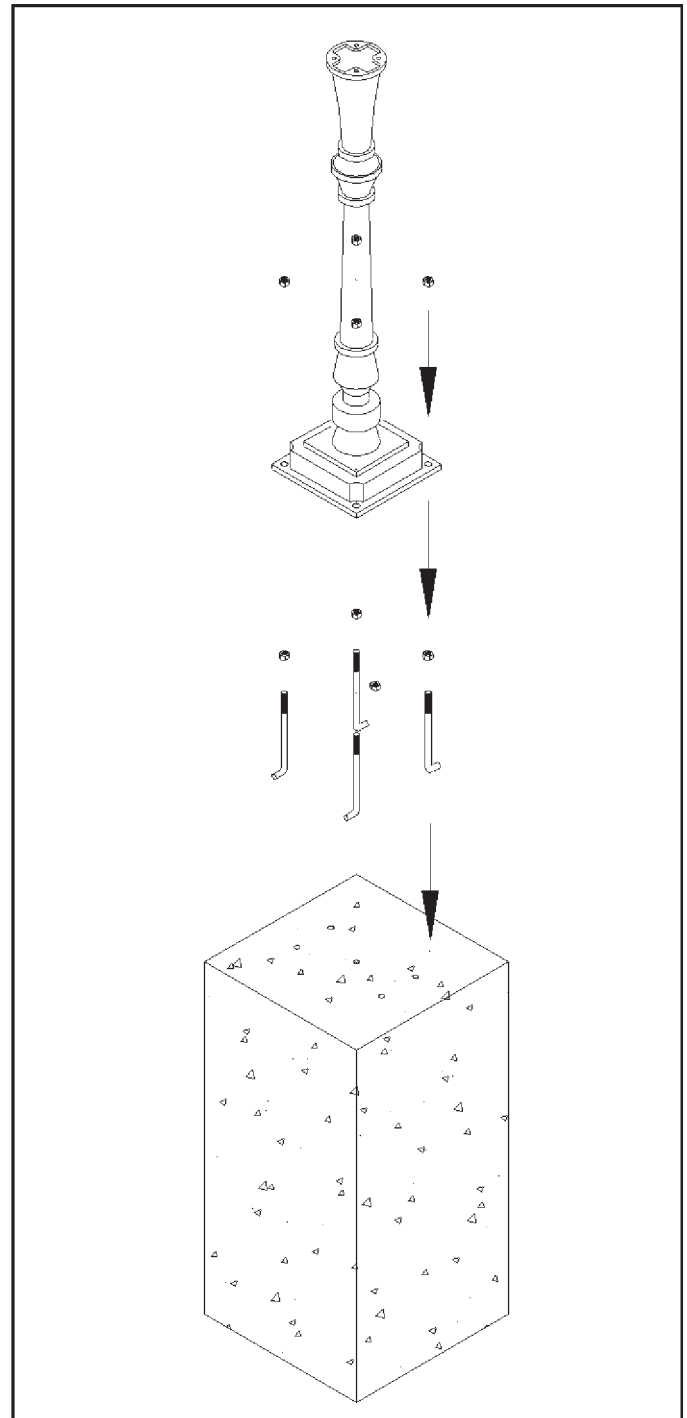
When you install a curbside mailbox, make sure that it is easily accessible to the mail carrier. The bolt mount pedestal is 42" high. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations.

Dig the hole for the concrete footing, and prepare the concrete. You will need approximately 4-1/2 cubic feet. The top surface of the footing should be about 15" by 15" and extend 36" into the ground. See the illustration for the relative position of the rectangular footing to the post and mailbox. The bottom of the hole for the concrete footing should be filled with about 6" of gravel to promote drainage under the post. The top of the footing should be sloped for water runoff.

The concrete must be below the frost line. Otherwise the post will move if the ground freezes. Be careful not to puncture water, sewer, or gas lines when digging holes for footing.

Attach four (4) 3/8" diameter J-shaped or L-shaped anchor bolts to the base of the post with 4 nuts under and 4 nuts over the mounting holes. Pour the concrete into the hole, prodding the mix with a stick while filling to reduce any air pockets. Press the anchor bolts on the bottom of the post into the concrete until the bottom plate is resting on the top surface of the wet concrete. Use a carpenter's level on the sides of the post to ensure that the post is aligned vertically. Periodically check the vertical alignment of the post as the concrete is curing.

The concrete will shrink as it hardens, leaving a space between the anchor and the concrete when it is cured. To prevent this, loosen the top nut one full turn prior to inserting into the wet concrete. After the anchor is inserted into the wet concrete, place your foot on the top of the threaded anchor and push down until the top nut is pressed against the anchor plate. After the concrete has hardened, re-tighten the top nut.



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Classic Mailbox Posts

4896 In-Ground Mounting Kit Installation Instructions

Installing the In-Ground Mounting Kit into Concrete

Thank you for selecting Salsbury's 4896 in-ground mounting kit for attaching to a 4890, 4891, or 4892 classic mailbox post. We are confident that the quality and construction of the kit will prove to be a good investment.

Notes

When you install a curbside or rural mailbox, make sure that it is easily accessible to the mail carrier. By regulation it should be 41" to 45" from the ground or street surface up to the inside floor of the mailbox. The door should be set back 6" to 8" from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to current local regulations.

The concrete footing must extend below the frost line. Otherwise the post will move when the ground freezes. Modify the depth of the concrete footing accordingly.

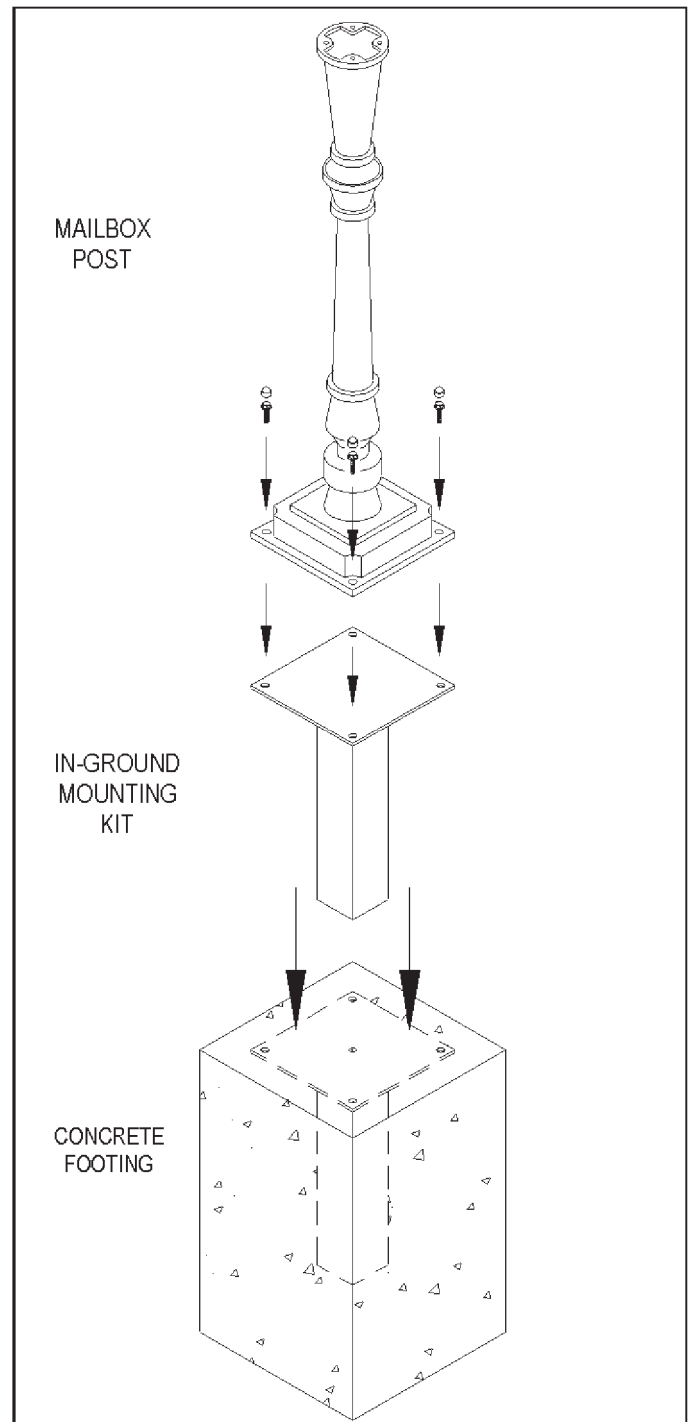
Be careful not to puncture water, sewer, or gas lines when digging holes for footing.

Instructions

Attach the mailbox post to the in-ground mounting kit with the four (4) 3/8"-16 hex washer head bolts and plastic bolt-head covers provided in the in-ground mounting kit.

Dig a hole 30" deep for the concrete footing, and prepare the concrete. You will need approximately 3-1/4 cubic feet. The top surface of the concrete footing should be about 15" by 15" and extend at least 24" into the ground. The bottom of the hole for the concrete footing should be filled with about 6" of gravel to promote drainage under the post. The top edges of the concrete footing should be sloped for water runoff.

Set the mailbox post and in-ground mounting kit into the hole while filling the hole to the desired height with the prepared concrete mix. Prod the mix with a stick while filling to reduce any air pockets. If you want to conceal the concrete, pour it to within a couple of inches of the top of the hole and cover with soil after the concrete has set. (Make certain that the height of the mailbox complies with postal service regulations outlined above.) Use a carpenter's level on the sides of the post to ensure that the post is aligned vertically. Periodically check the vertical alignment of the post as the concrete is curing.



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