

### Plaque Options



Universal Side  
Address Plaques



Balmoral  
Monogram



Capitol Door  
Plaque

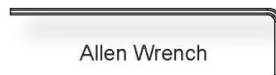
### Hardware Kit



Acorn Nuts

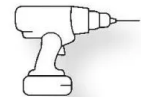


Threaded Studs



Allen Wrench

### Tools Needed



Power Drill

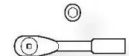


1/4"

Drill Bit

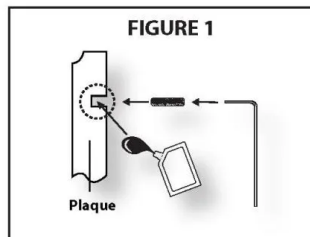


Pliers or 3/8" Socket w/ Wrench

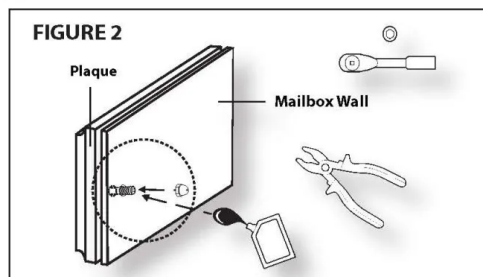


### Hardware and Plaque Install Instructions

- 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.**

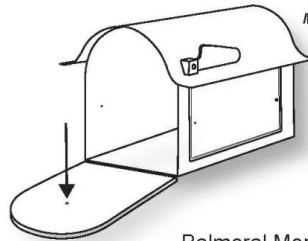


**IMPORTANT NOTE:**  
Depending on  
plaque style,  
not all hardware  
will be used.

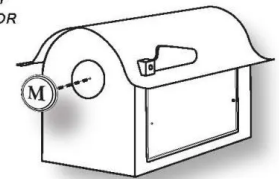


### Mailbox Drill Guide for Plaque Mounting

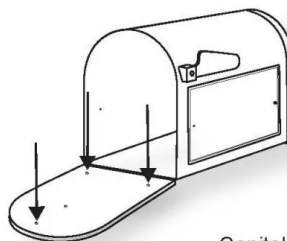
DOOR DRILLING  
INDENTATION  
ON INSIDE OF  
MAILBOX DOOR



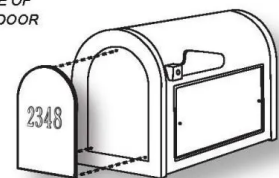
Balmoral Monogram Plaque Mounting



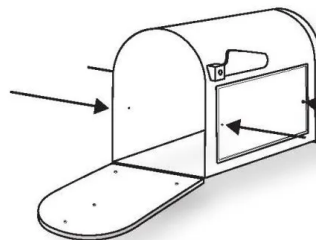
DOOR DRILLING  
INDENTATION  
ON INSIDE OF  
MAILBOX DOOR



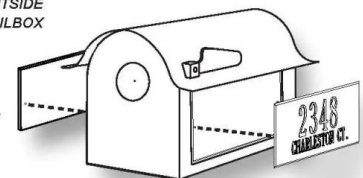
Capitol Door Plaque Mounting

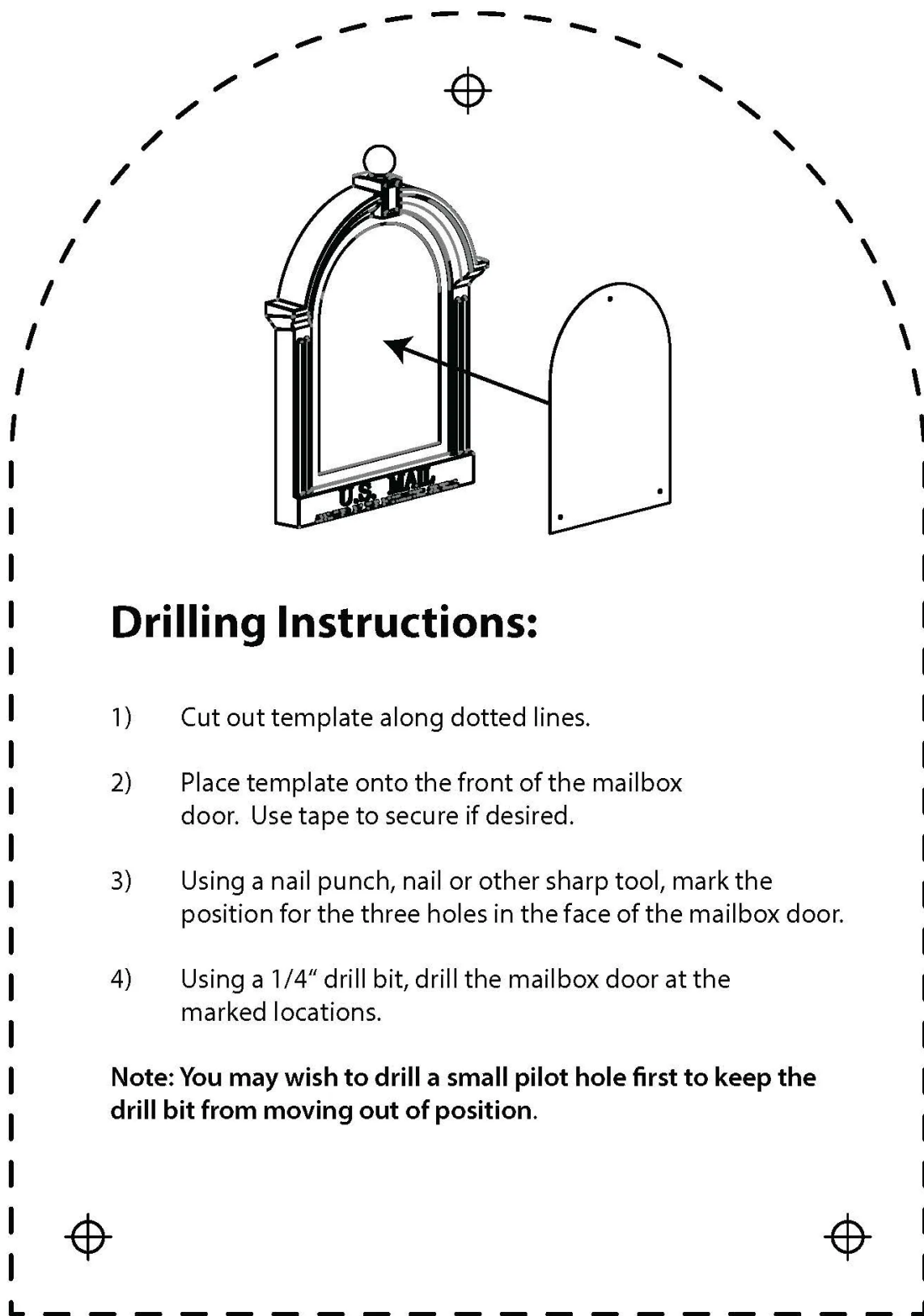


SIDE DRILLING  
INDENTATION  
ON OUTSIDE  
OF MAILBOX



Universal Side Address Plaque Mounting





### Drilling Instructions:

- 1) Cut out template along dotted lines.
- 2) Place template onto the front of the mailbox door. Use tape to secure if desired.
- 3) Using a nail punch, nail or other sharp tool, mark the position for the three holes in the face of the mailbox door.
- 4) Using a 1/4" drill bit, drill the mailbox door at the marked locations.

**Note:** You may wish to drill a small pilot hole first to keep the drill bit from moving out of position.