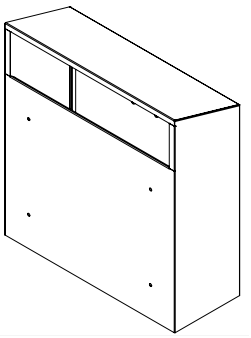
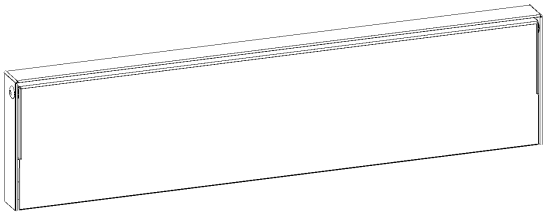
Verona Letterbox
Installation Instructions

892



Rear box



Front letterplate

Tools required

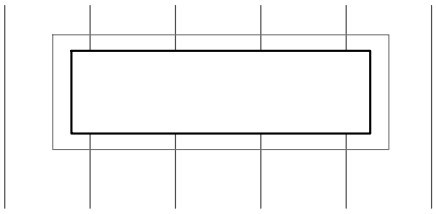
Drill, suitable bits, screwdriver, cutting tool, pencil, tape measure and spirit level.

Keep spare keys in a safe place.

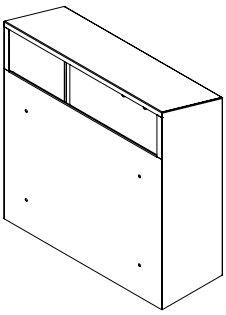
Use appropriate hardware for the gate or fence.

Prepare the gate or fence

1. Mark the opening using the actual letterplate. Cut the opening and smooth the edges. Allow the front letterplate to overlap and cover the cut edges.



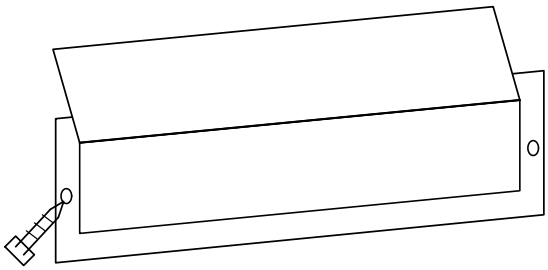
2. Hold the box behind the opening. Check it is level and mark the four factory fixing holes. Remove the box and drill suitable pilot holes.



Fit and check the letterbox

3. Offer the rear box up to the opening from inside the gate or fence. Open the rear door and secure the box through the four factory fixing holes using appropriate hardware. Tighten evenly without distorting the casing.

4. Fit the front letterplate from the outside and secure it using appropriate hardware. Keep the letterplate level.



Viewed from outside the gate or fence

Care and maintenance

Clean with a soft cloth, warm water and mild detergent. Avoid abrasive cleaners.