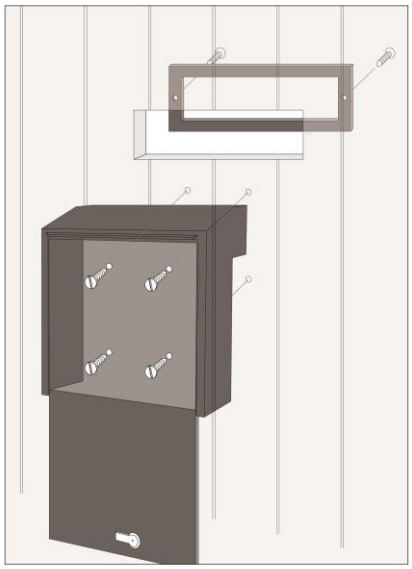
LETTERBOX4YOU
QUALITY LETTERBOX & PARCEL BOX SOLUTIONS

# W3 Range Gate and Fence Mounted Letterbox

Installation and maintenance instructions



## Parts of delivery

- 1x letter/parcel box
- 4 x screws
- 4 x washers
- 1 x Fitting trim (relevant models)
- 2 screws for fitting trim if using
- 1 set of 2 keys (Keys are taped just inside letter flap)

## Fitting instructions

- Create an aperture the size of the face plate of your letterbox, this could be cut or a pre existing space between the beams of your fence/ gate. If the model you have purchased includes a fitting trim, this can be used as a template to mark out the aperture required.
- Make sure the aperture is clean and free from anything damaging to the box
- Push your face plate through the aperture and open the back door. From inside the letterbox, use the 4 screws and washers provided to attach the letterbox to the back of your fence or gate through the pre-drilled holes. If attaching your letterbox using cross bars of a gate or fence, you may need to add addition supporting batons so that these line up with the pre-drilled holes on the letterbox.
- If the depth of the mail chute is greater than the depth of your fence / gate, you can use a small piece of wood, or other suitable packing, between the collection box and fence to ensure that your face plate sits flush against the front of your fence.
- Once your letterbox is in place, if you have a fitting trim then screw onto the fence from the front.
- Ensure the box is even, including making sure that your faceplate is sitting vertical and not angled backwards to reduce the chance of water ingress during driving rain.

## Maintenance instructions

- To maintain the appearance of the letterbox surface it is advisable to keep the surface clean, this can be done with a soft damp cloth using just warm water and neutral detergent. Do not use any abrasive cleaners as this can damage the finish of your letterbox.
- Keep the lock in good condition by lubricating every 6 months.

For spare parts, spare keys or general enquiries please email enquiries@letterbox4you.co.uk
or contact the office on 01296 839401