

ADDRESS SIGN AND MONOGRAM INSTALLATION:

Parts included:

- A) Mailbox body
- B) Address Sign - 2 (optional)
- C) Monogram (optional)
- D) 2"x 2" Adhesive Tape Squares

Instructions:

- 1) Lay down a soft clean cloth on a flat surface. Place Balmoral Mailbox (A) on its side and one (1) Address Sign (B) face down. With a soft cloth, wipe backside of the plaque and within the mailbox's side plaque frame to ensure proper tape adhesion.
- 2) Without removing the adhesive backing, place four (4) of the provided Adhesive Tape Squares (C) within the corners of the plaque frame (FIG. 1A) approx. 1/4"-1/2" from each border edge. Be sure to give each square enough space to avoid overlap or overhang (FIG. 2A).
- 3) Once evenly spaced, peel off one (1) plastic backer of each adhesive tape square one by one and replace **EXACTLY** with the sticky side down. **TAPE BONDS IMMEDIATELY**. Press firmly for 15 seconds to **FULLY** activate adhesive. Repeat for each tape square.
- 4) Peel off the remaining plastic backers. Locate one (1) Address Sign (B) and ensure sign has upright orientation before installation. **The adhesive bonds immediately and cannot be repositioned**. With the Mailbox (A) still on its side, align the Address Sign (B) within the raised border. Slowly set the plaque in its place. Press firmly for 15 seconds over each tape location to **FULLY** activate adhesive.
- 5) Continue with steps 1-4 for remaining Address Sign (B).
- 6) For optional Monogram (C), set Mailbox (A) with its door facing the ceiling (FIG. 1B). With a soft cloth, wipe within mailbox door's raised circular monogram frame and back of the Monogram (C) to ensure proper tape adhesion. Follow steps 2-4 above with one (1) Adhesive Tape Square and Monogram (C) using FIG. 1B and FIG. 2B.
- 7) Enjoy your new personalized Balmoral Mailbox!

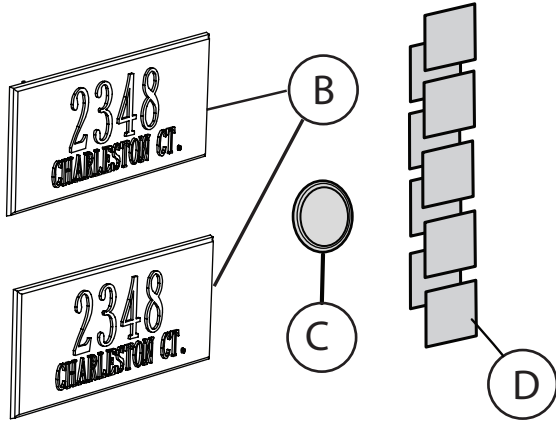


FIG.1A

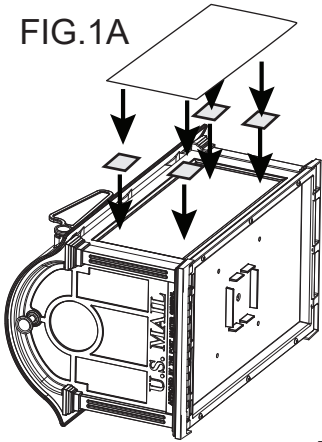


FIG.1B

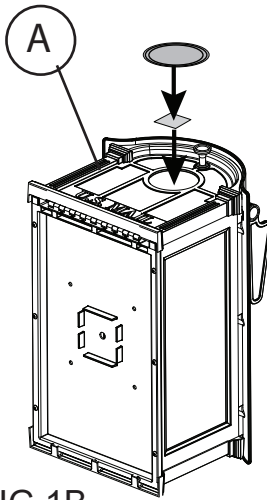


FIG.2A

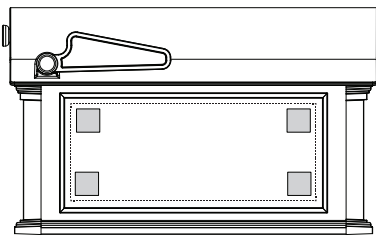


FIG.2B



Place tape within raised boarder 1/4"