

# Mail Post Assembly Instructions

(part #'s 5812, 5813, 5814, 5830, 5857)

# MIS001 r5

## General Information:

- Read instructions carefully before beginning assembly.
- Identify each component from material list.
- Do not use excessive force when assembling components.
- To clean this product, for best results use a soap solution and high-pressure water.
- For missing or defective parts, please call our customer service department at 1-866-363-8834 or [info@gomayne.com](mailto:info@gomayne.com)

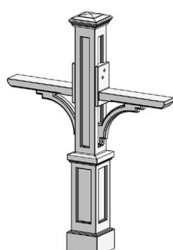
*Customer Service Available  
Weekdays 8am-5pm (EST)*



**Westbrook Plus**  
Includes post, arm, & planter



**Newport Plus**  
Includes post & arm



**Newport Plus Double**  
Includes post & 2x arms



**Woodhaven**  
Includes post & 1x arm



**Charleston**  
Includes post & 1x arm

## Materials List:

(Westbrook model shown)

### Decorative Post

### Planter Arm

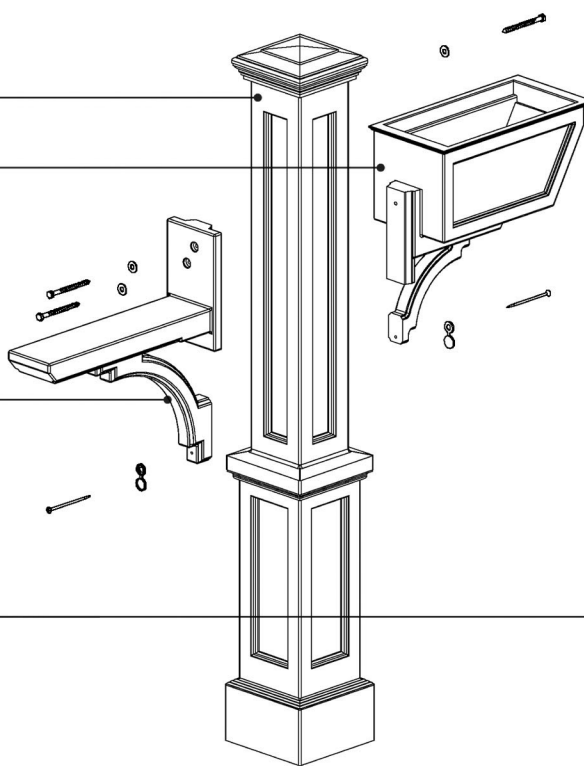
- 1/4" x 3" galvanized lag bolt (1)
- Steel Washer (1)
- #10 x 3" steel screw (1)
- Plastic Snap Cap (1)

### Mailbox Support Arm

- 1/4" x 3" galvanized lag bolt (2)
- Steel Washer (2)
- #10 x 3" steel screw (1)
- Plastic Snap Cap (1)

### 4x4 wood post not included

- 72" length for mail post installations
- 77" length for the Woodhaven sign post



## TOOLS REQUIRED



Shovel



Cordless Drill



Tape Measure



7/16"



Phillips Bit

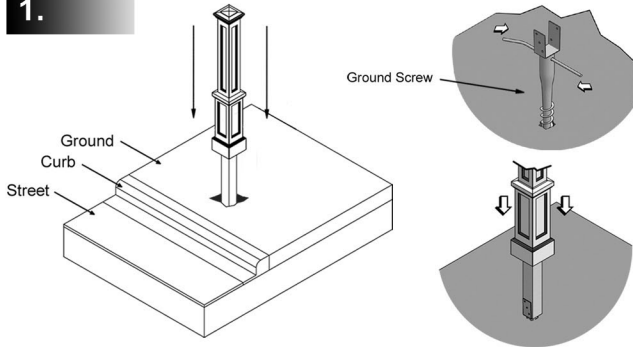


Level

- 4x4 wood post, mailbox, and mailbox mounting hardware NOT included with any Mayne mail posts
- Small mailbox recommended (up to 8lbs), heavier mailboxes can be reinforced by securing 2 screws through the back of the mailbox directly into the post.
- USPS guidelines recommend that the bottom of the mailbox should be installed 41in to 45in off the ground and the front of the mailbox should be set back 6in to 8in from the curb. Please refer to your local postmaster for any questions or concerns regarding the placement of your mail post.

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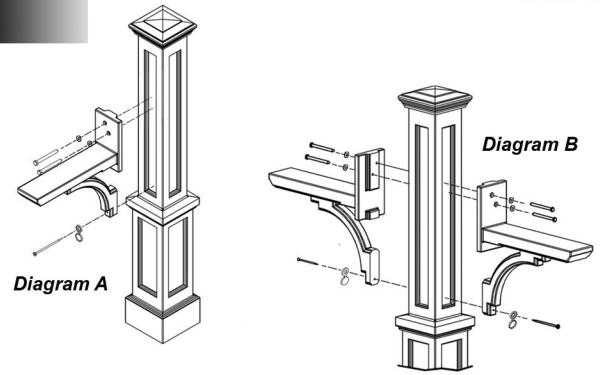
1.



Dig a 24" deep hole in the desired location and insert a 4x4 wood post. Leave 48" exposed above ground (53" above ground required for the Woodhaven Sign Post). Fill in the hole with pre-mix concrete (not included) and level the wood post. Once the concrete has been given time to cure slide the decorative post over the wood 4x4 ensuring that the base sits flush with the ground.

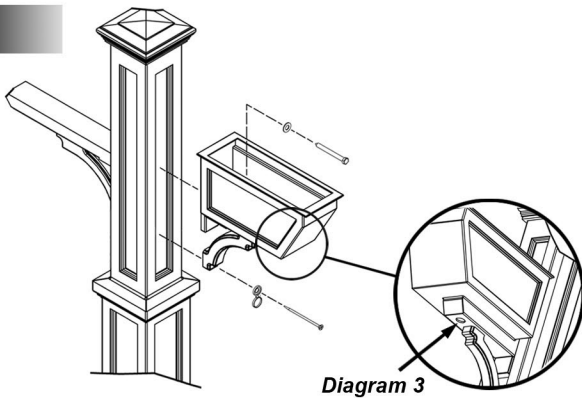
**Optional Ground Screw:** Twist the screw into the ground and attach a 4x4 post (approx. 48" length, not included) with the 5x lag bolts provided. Slide the decorative post over the 4x4.

2.



For the Westbrook Plus, Newport Plus, and Charleston models, the arm is installed on the front of the post. Two lag bolts with washers are required in the top holes of the arm. Secure the bottom of the arm with one 3in screw using a plastic snap cap to cover the screw head (See diagram A). For the Newport Plus Double, the arms are installed on either side of the post using two 3in lag bolts with washers in the top holes of each arm and one 3in screw with a plastic snap cap in the bottom of each arm (See diagram B).

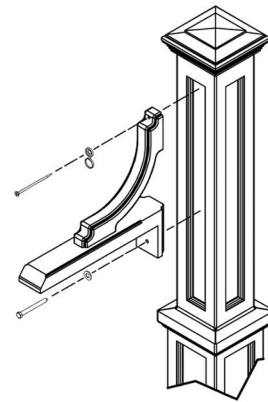
3.



**Westbrook Planter Arm Installation:** Fasten the planter arm to the post as shown. Use a 3in lag bolt with a washer for the top and a 3in screw with a plastic snap cap in the bottom of the arm.

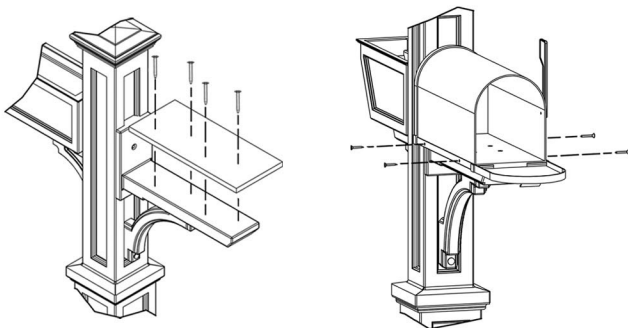
**NOTE:** Planter installation only applies to the Westbrook Plus model. We recommend drilling a 3/4 inch drainage hole in the bottom of the planter arm (See Diagram 3).

4.



**Woodhaven Address Arm Installation:** To install the arm for the Woodhaven Sign Post configuration flip the arm upside down as shown and secure it to the post using a 3in screw with a plastic snap cap at the top and a 3in lag bolt at the bottom. Suitable for plaques measuring up to 14 inches in width (plaque not included).

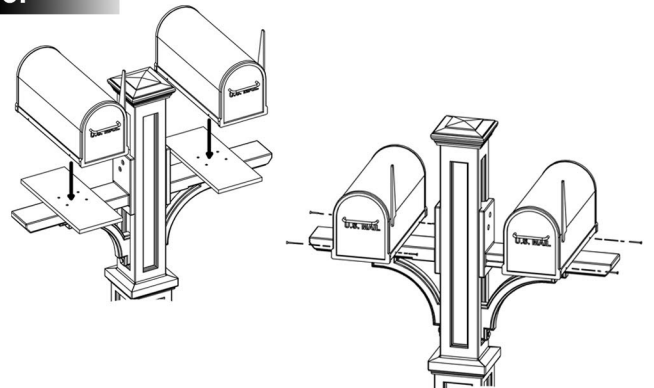
5.



For the Newport Plus, Westbrook Plus, and Charleston the mailbox arm requires the use of a mounting board or bracket to secure the mailbox. Using wood screws attach the board (or bracket) to the mailbox arm. Next, attach the mailbox to the board by securing screws through the holes on each side of the mailbox.

(mailbox, mailbox mounting board, and screws not included)

6.



The Newport Plus Double arms also require the use of a mounting board (or bracket) to secure the mailbox. Use wood screws to attach the board to the mailbox arm at a 90 degree angle as shown above. Next, attach the mailboxes to the boards by securing screws through the holes on each side of the mailbox.