Congratulations on the purchase of your Mail Boss® Townhouse security mailbox. The Townhouse is designed with your security and convenience in mind. This mailbox is constructed of tough, vandal resistant, 16 and 14 gauge galvanized steel. Your Townhouse mailbox comes with a unique mounting bracket which makes installation fast and easy. This product is designed to be installed on an exterior wall of your home. If desired the Townhouse can also be mounted on a freestanding post or on an appropriate surface such as a fence rail. The Townhouse mailbox is designed with a large internal volume so that more than several days of mail can be securely stored inside. If this mailbox was purchased without a post and you desire to install this mailbox on a new color matched steel post, you may purchase one online at www.mailboss.com. Posts are shipped via 3-6 day service but can be rush shipped for an additional fee.

On this insert you will find a list of hardware parts as well as detailed installation instructions. Installation on wood surfaces is quite simple and requires only a Phillips head screwdriver a drill, and some caulk. Installation on a masonry surface requires a Phillips screwdriver, a masonry, drill bit, a drill, 5 masonry screws or anchors and some caulk. Installation on a metal post requires only a crescent wrench or box wrench. Installation will be most easily accomplished if you take the time to carefully sort the hardware and familiarize yourself with the function of each piece.

If you require assistance with assembly or part replacement, or for any other matter, contact the toll-free Epoch Design Service Center from anywhere in the Continental United States, Monday through Friday, 9 AM - 5 PM Pacific Standard Time at 1-800-589-7990. You may also email your request or comments to info@mailboss.com and a service representative will respond. You can also find helpful hints and tips on our website: http://www.mailboss.com.

If installing street side, customers are required to contact the local post office prior to installation to ensure correct placement and height of the mailbox at the street. Generally, mailboxes are installed at a height of 41- 45 inches from the road surface to the inside floor of the mailbox or point of mail entry, and are set back 6 - 8 inches from the front face of the curb or road edge to the mailbox door.

**INSTALLATION INSTRUCTIONS**

**Installation of Townhouse onto a wood post or rail**

1. Locate the four mounting holes on the floor of the Townhouse. Position the holes over the wood surfaces so that the front door can swing open freely. Mark the hole position onto the wood with a pencil or pen.

2. Using a 1/4” drill bit, drill four pilot holes in the marked positions approximately 1 ½” deep into the wood. Attach the Townhouse to the post using four 1 ½” lag screws. A ½”drive socket or a ½” wrench may be used.

3. Locate the mail flag and remove the sticky sided tape shield from the back. Making sure the mailbox is clean, attach the flag as shown about ½” behind the front edge and ½” below the top edge of the box.

**Installation of Townhouse onto a Mail Boss steel post**

1. Locate the four mounting holes on the floor of the Townhouse. Position the holes over the Mail Boss steel post. Insert the four machine bolts (provided with post) through the base of the Townhouse.

2. Secure the Townhouse to the post using a ½”drive socket or a ½” wrench.

3. Have a question?... Need a part ASAP?...1-800-589-7990

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**Parts and Hardware List**

1. **Townhouse mailbox**
   - Locking security mailbox

2. **Mounting Bracket**
   - Mounting bracket for Townhouse

3. **Washers**
   - Used with 2 1/4” mounting screws.

4. **1 1/2” Lag screws**
   - Used to connect Townhouse to a wooden post

5. **2 1/4” Mounting screws**
   - Connect Townhouse to a wooden exterior wall

6. **Plastic Bushings**
   - Used to optimize mounting on irregular surfaces

7. **Reflective adhesive house numbers**
   - Identify and label your mailbox

8. **Security key**
   - Used to lock and unlock your Townhouse

9. **1/8” drill bit**
   - For drilling holes into wooden mailbox platforms

**You may also purchase one online at www.mailboss.com.**

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Please note that it is not the responsibility of mail carriers to open mailboxes that are locked, accept keys for this purpose or lock mailboxes after delivery.
Locate the carrier flag and remove the sticky sided tape shield from the back. Making sure the mailbox is clean, attach the flag as shown, about ½ inch back from the front edge, and ½" below the top edge of the box.

Using a masonry style drill bit (not provided), drill the top two pilot holes approximately 2 inches deep into the wall material and into the sheathing. Attach the mounting bracket using the two 2¼" screws provided. If the wall is a thick concrete, stucco, brick or some other system, you will probably have to use masonry screws or anchors. Consult a contractor if necessary. Be sure to use a water resistant caulk in the holes to keep moisture out. Hang the Townhouse from the bracket as shown and mark the bottom three holes with a pencil.

Using a masonry style drill bit (not provided), drill the bottom three pilot holes approximately 2 inches deep into the wall material. Now hang the Townhouse from the mounting bracket and secure to bottom using three 2¼" screws provided. Be sure to put some weather resistant caulk into the holes. If your wall is a thick brick, stucco or concrete you will may need masonry screws or anchors for attachment, consult a contractor if necessary.

We strongly recommend that you WRITE DOWN YOUR KEY NUMBER and keep it in a safe place.

Without a key number we will not be able to provide replacement keys, you will have to purchase a new lock and keys set.

For security purposes, we reserve the right to deny key replacement without proof of purchase.

Additional keys can be purchased at mailboss.com

Have a question?... Need a part ASAP?...1-800-589-7990

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