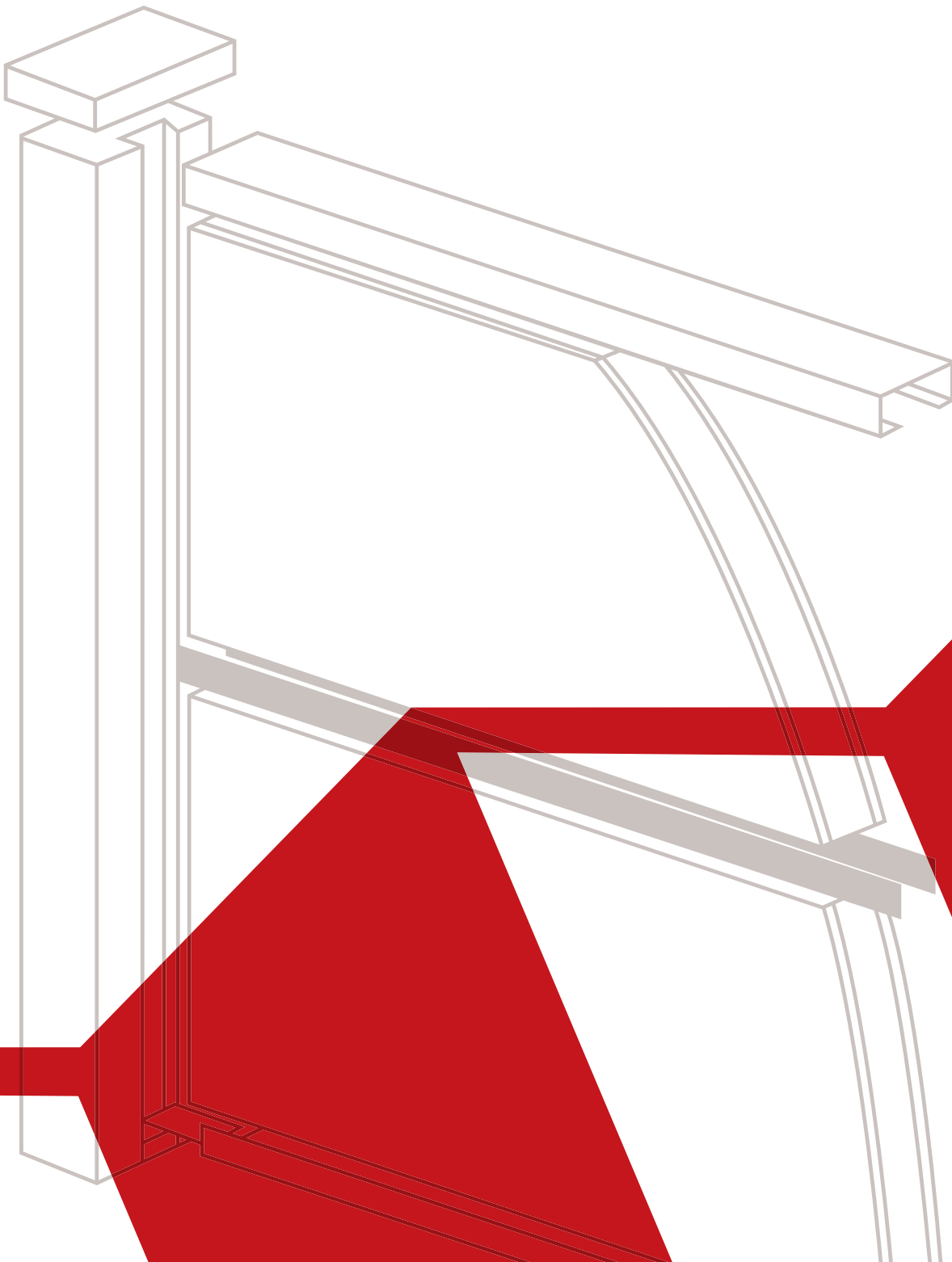


**Modular Wall**  
systems™

# Letterbox Installation Guide



# Installing a letterbox

## Installing your letterbox into a Modular Walls post or wall panel



### IMPORTANT

Please read all the instructions prior to starting the installation of your letterbox. Understanding the process correctly will be the difference between a good and great result.

The recommendations detailed in this guide produced by MWS are formulated along the lines of good building practice. They are not intended to be an exhaustive statement of all the relevant data. Further, as the success of projects depend on factors outside the control of MWS (e.g. quality of workmanship, particular design, detail requirements, etc), MWS accepts no responsibility for, or in connection with, the quality of the projects or their suitability when completed.

If you are in any doubt please seek independent advice or contact MWS. We are always happy and available to answer questions regarding installation no matter how small or insignificant you think they may be.

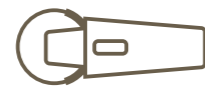
24/7 technical and installation advice is available on ph: 0417 414 441

It is recommended the reader pays particular attention to items identified as **IMPORTANT** in this manual to ensure a satisfactory installation and the long term performance of the products.

### Tools Needed:



Square



Angle Grinder



Tape Measure



Caulking Gun



# Post installation

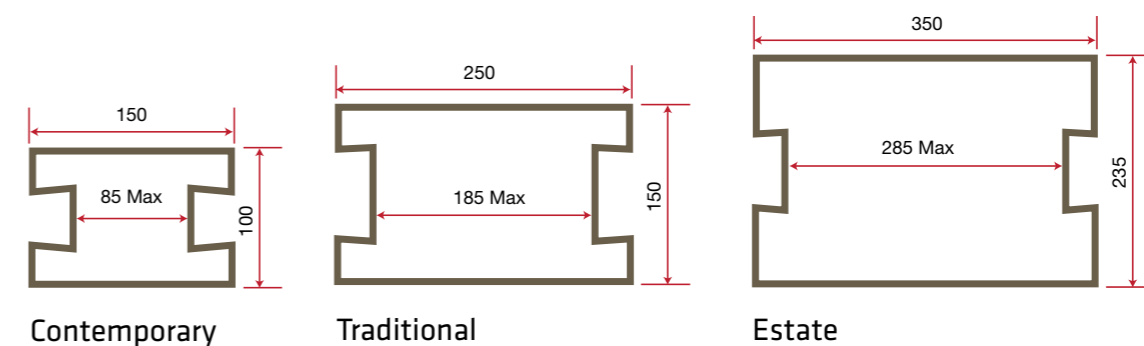
## STEP 1 - Choose a Letterbox that is suitable for the Post that you are installing it in. MWS can offer advice on this or supply you our own Australian designed and manufactured letterbox.

Our Traditional or Estate style posts are the most versatile to accept a letterbox (see internal post dimensions below).

Some of the letterboxes shown in the photos in this guide and on our web site are sourced from large hardware chains such as Bunnings'. Please be aware that these letterboxes are manufactured off shore with a price point in mind. From our experience they look good for a reasonable amount of time until the inferior grade materials start to show their worth i.e. you get what you pay for!

The MWS Letterbox referred to as 'Modbox' can be seen below (installed in an Estate post). It is designed to fit in both our Traditional and Estate style posts and any of our wall panels.

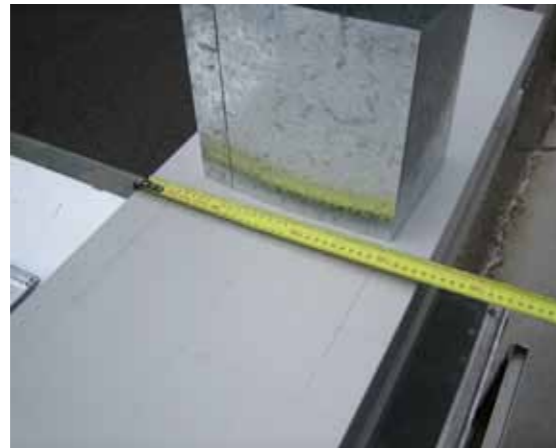
The Modbox includes a front finish of brushed Marine grade Stainless Steel and the back is galvanised and powder coated to withstand whatever the elements throw at it.



# Post installation

## STEP 2 - Mark out position of letterbox on post

Measure the height you wish your letterbox to be and mark out the size of the hole to be cut. Always allow your hole to be a few millimetres larger than the letterbox. Being too tight will only cause you alignment and possible paint scuffing issues later as you slip the box into place. If you are unsure of the correct height your letterbox needs to be you can either call your local post office for their regulations or a good guide is to walk up your street and measure your fellow neighbours.



## STEP 3 - Cut the hole

Using an Angle Grinder with a 1mm metal cutting blade cut out the hole for the letterbox and test fit the letterbox or sleeve. If that fits with a small amount of clearance transfer the measurements of your hole to the opposite side of the Post and cut that out also.

**Be sure to remove all sharp edges before trail fitting your letterbox.**

If the rear housing of your letterbox is painted or powder coated please protect it from possible scratching this while you are trial fitting. Masking tape or similar applied to the rear housing is normally an effective solution. If it doesn't fit, don't push it!



# Post installation

## STEP 4 - Securing the Letterbox in place

Most letterboxes will have a larger 'face' flange at the front.

With this in mind using either a polyurethane (we use and recommend sika flex pro) or a clear paintable silicone based sealant apply a bead around the front internal flange of the letterbox and slip it into place (removing any excess immediately). The letterbox will need to be held in position while the sealant/adhesive is drying. We recommend either using masking tape or a 'prop' between the letterbox and the ground. A broom or mop makes an ideal 'prop'.

Once installed apply a bead (very neatly) around the rear edges. This will act as a waterproof seal as well as an adhesive.



The sealant you apply around the rear of the letterbox will be visible. If you haven't painted your post yet be sure that the sealant you are applying is either 'paintable' or if not in the case of a clear silicone apply this sparingly after you have painted.



# Finished examples



# Wall Panel installation

Note: The letter box will generally be a lot thicker than the wall panel it is being installed into and will need sealing or flashing around on the back side of the panel.



## STEP 1 - Marking Out the letterbox on the panel

Mark out the Letterbox position on the panel.



## STEP 2 - Cutting

Using a drill, drill through the four corners of your hole so it goes right through the panel and leaves four holes on the uncut side of the panel also. This will give you a perfect template for cutting your hole on the other side of the panel.

Now Using an Angle Grinder with a diamond tip blade cut through the fibre cement sheeting on both sides of the panel. Then using a knife or a hack saw blade cut the core of the panel away and push it out.



# Wall Panel installation

## STEP 3 - Securing the Letterbox in place

Most letterboxes will have a larger 'face' flange at the front.

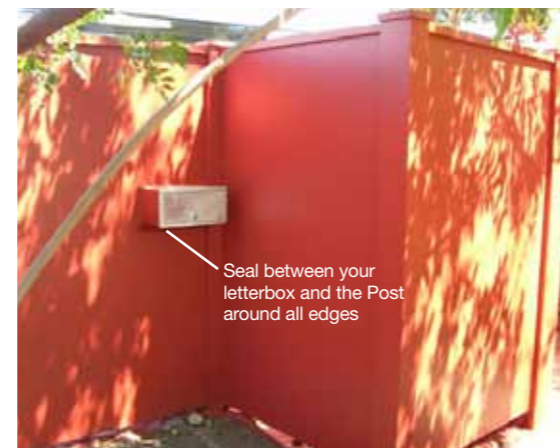
With this in mind using either a polyurethane (we use and recommend sika flex pro) or a clear paintable silicone based sealant apply a bead around the front internal flange of the letterbox and slip it into place (removing any excess immediately). The letterbox will need to be held in position while the sealant/adhesive is drying. We recommend either using masking tape or a 'prop' between the letterbox and the ground. A broom or mop makes an ideal 'prop'.

On the back side of the letter box (if required) shim the letter box under or on top of the panel to get it level and seal around the outside (between the letterbox and the panel) with a paintable Polyurethane sealant such as 'Sika Flex Pro' or similar once sealed this will act as a waterproof seal as well as an adhesive.

A flashing may also be installed if required between the Panel & the Letterbox.



Front view



Rear view

# Finished examples



The sealant you apply around the rear of the letterbox will be visible. If you haven't painted your post yet be sure that the sealant you are applying is either 'paintable' or if not in the case of a clear silicone apply this sparingly after you have painted.