

Installation guidelines

Bobi offers letterboxes for wallfixing and free standing applications. All letterboxes are easily installed, and they can be mounted to a wall, fence or into the ground.

The installation guidelines below contain detailed instructions for installing Bobi wall mounted post boxes and for mounting a single free standing post box into the ground with a matching letterbox stand.

Please note that according to the European standard for letter boxes, EN 13724:2002, a mounted height of between 0.7 and 1.7 meter for the aperture is recommended.

Installation of wall mounted letter boxes

To install a **wall mounted letter box**, you will need:

1. a drill
2. a 6mm drill bit made from hardened steel
3. an old towel
4. a vacuum cleaner
5. a screwdriver
6. a tape measure



Place the letterbox face down onto the towel. Drill out the 4 preformed holes which are in the back of the letterbox.



Using a 6mm drill bit made from hardened steel.



Please note it's important to drill at low speed, with a maximum of 500 rounds per minute. Do not apply too much pressure during drilling.



Carefully clean the holes and remove all metal remnants from the inside of the letterbox.

We recommend using a vacuum cleaner to ensure all the small metal parts are removed from the holes, seams and bottom of the letterbox.

Any metal remnants can, over time, lead to rust on the inside of your letterbox. Especially in the white coated letterbox this can cause unsightly marks.

Please check the height of the letterbox. We advise to have the aperture of the letterbox at approximately 1 meter from the ground.

Use a screwdriver to fasten the parts together and tighten the screws from inside the letterbox.

Please ensure there are no gaps between the wall or fence and the letterbox.

The result is a sturdy wall mounted post box.

Single mounting into the ground

All our letter boxes can be installed as **single freestanding letter boxes** with the Bobi Round stand.

The Bobi Round stand must be installed over the letterbox.

All fittings (4 plastic washers and 4 screws) are included. To install a **free-standing letter box**, you will need:

1. a drill
2. a 6mm drill bit made from hardened steel
3. a vacuum cleaner
4. a screwdriver
5. a tape measure
6. a spade

It is essential that you install the letterbox as firmly as possible. **We recommend using quick set concrete.** This is NOT included and will have to be purchased separately.



There are four preformed holes on the sides of the letterbox.

Using the 6mm drill bit made from hardened steel to drill out these 4 holes.

Please note it's important to drill at low speed, with a maximum of 500 rounds per minute. Do not apply too much pressure during drilling.

Carefully clean the holes and remove all metal remnants from the inside of the letterbox. We recommend using a vacuum cleaner to ensure all the small metal parts are removed from the holes, seams and bottom of the letterbox.



Then, line up the letterbox with the Bobi Round stand. The easiest way for this is to place the letterbox on its back (preferably on something soft to avoid any damage).

Use the screwdriver to fasten the parts together and tighten the screws from inside the letterbox.

Dig a hole approx. 40x40 cm.

Place the stand over the letterbox and using the fittings provided attach the two together.



Stand the letterbox in the hole and check the level.



Ensure the height of the letter slot is approx. 1 meter from the ground.



Fill the hole with coarse gravel or concrete.

If you are using concrete, please make sure it hardens properly.



The result is a secure and solid freestanding post box.



The Bobi Round stand fits all Bobi letterboxes.



Write down and save the key code.