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**UNIVERSE**  
A Mailbox Company

## BRASS NUMBERS INSTALL INSTRUCTIONS

### SUPPLIES NEEDED:

#### Brass Numbers

available from  
[www.imperialmailboxsystems.com](http://www.imperialmailboxsystems.com)

#### Screwdrivers

flathead & phillips



### Installing Brass Numbers:

- 1 Remove number plate from mailbox with a phillips screwdriver. Remove old numbers with flathead screwdriver and scrape old glue off surface.
- 2 Ensure that surface is clean and dry.
- 3 Lay numbers out to ensure even spacing then mark edges with pencil.
- 4 Remove the paper backing from brass number and then carefully place according to your pencil marks.
- 5 Attach numbers to number plate on one side at a time then attach numbers to the other side.
- 6 Attach number plate to mailbox. Please ensure screws are properly tightened.



If removing older glue-on numbers, please make sure that the number plate is clean, dry and all old glue is completely removed.

Call our experts today at (866) 685-7873