

Post box assembly guide

Preparation:

Make sure you have your glue, I use Gorilla wood glue, some people use superglue. Have some tissue or a cloth to clean any overspill A few strong elastic bands would be useful to hold the box together while the glue dries.

Check to ensure all Pieces are available

Front panel	2 small circular pieces for lid hinge (and 1 spare)
Left panel	Front panel border
Right panel	Front panel notice area frame
Rear panel	Post office letters with alignment template
Base	Letters and crown or symbol
Lid	

Preparing the lid and hinge support:

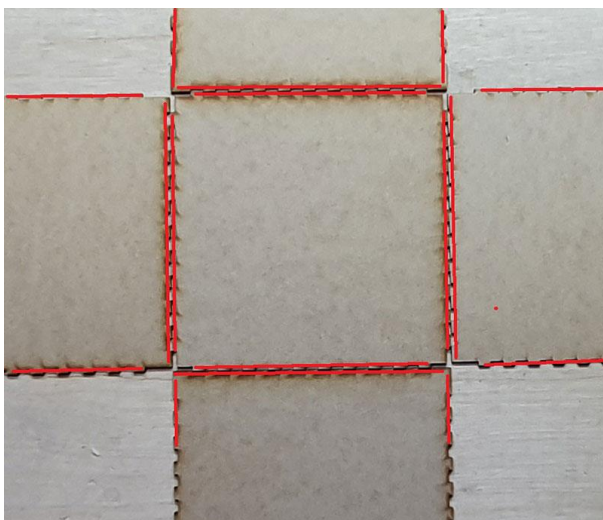
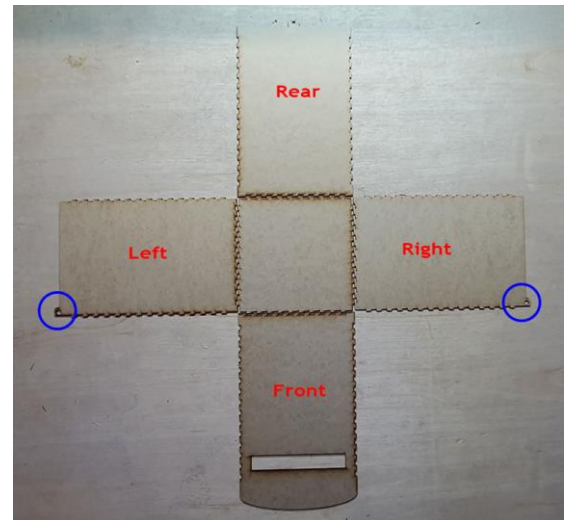
The lid has a small square tab at two of the corners. This is the hinge position. There are two small circular pieces, one of these to press on each of the square tabs. If your box has a white face, make sure you turn the circle so that the white face points outwards before fixing.

Use a small drop of glue in the square hole and press firmly on to the square tab. Make sure you wipe off any excess glue, or you may end up gluing the lid closed when you assemble.



Layout main pieces:

Layout the base and side pieces to ensure correct orientation before gluing. Note the position of the circular holes highlighted in blue. These will be used to locate the hinged lid support pieces. Make sure the white or finished faces are downwards.



Add a small amount of glue on top of All the tab fingers, as shown by the red guide lines on this picture.



On the front panel DON'T glue above the top finger as it could affect the lid.

Assemble the front, base, ONE side and the rear panel pieces first. Press the joints firmly together.

Set the lid in place ensuring you have the "finished face pointing outwards (mainly applies to white box). Carefully place the remaining side piece in place making sure the circle at the lid hinge is in the side panel hole.

Assemble carefully, pressing firmly together to close any gaps and then wipe off any surplus glue. A couple of good strong elastic bands can help keep it firmly together while the glue dries.

I prefer to give the glue time to harden now before working on the front panel.



With the box lying on the rear panel, I rest it on a large book so that it lies flat and the lid tab does not rest on the table.

Layout your letters and notice frame etc where you would like them.

When you are ready use some glue on the rear face of each piece and press into place on the front panel.

A template is provided to assist with locating the “post office” letters as these can be fiddly. Care **MUST** be taken not to put too much glue near the edge of the letters or it may spread and glue the template too.

Glue the rear of the border piece and set in place carefully. It can help to place a weighted book on top to hold it firmly in place.

