



Internal letter box with flap

1. Remove the old letter box from the door and ensure that the new letter box will cover the aperture of the opening
2. Place the letter box against the door.
3. Using a screwdriver screw the letter plate to the door. If the door has a hard surface you may need to use a bradawl first to make a pilot hole. Ensure that the letter plate is horizontal before tightening the screws

TOOLS REQUIRED

Pencil, screwdriver, bradawl