Contact Information



Also use info@ostreetscape.com. Click here to view Otto's website.

HOW TO ORDER MAILBOX NUMBERS

Mailbox numbers must be in the Caxton font. They can be ordered from Otto's or online. On the following pages are instruction for ordering from both.

Ordering Replacement Mailbox Numbers from Otto's

1. Call Ottos' Streetscape Solutions as shown below or e-mail Claire Dodd at cdodd@ostreetscape.com and request a quote.



2. Otto's will send you a link re. ordering and payment. The numbers are vinyl "Sand", 2.75", in Caxton font.
3. You can pick them up from Otto's in Greenwood or have them mailed to you. Here is the pricing for both ways:

inyl Graphics Replacement: Sand vinyl graphics on both sides (numbers only) in medium Caxton font. **Address will appear on mailbox as follows:**	$0.00
otal cost for customer to pick up graphics (includes 7% sales tax on materials only)	$17.33
otal cost for Otto's to ship vinyl graphics to customer (includes 7% sales tax)	$28.57

Graphic Installation Instructions

Temperature Recommendation:

Surface temperature should be between 50 and 90 degrees Fahrenheit before installation. Applications outside the recommended temperature range reduce the adhesives' ability to perform.

Cleaning Procedure:

1. Wash and rinse the area with liquid dish detergent and warm water. Then dry the surface with a clean, lint free towel or cloth.
2. Wipe down the entire area with isopropyl alcohol (rubbing alcohol) and wait to dry.

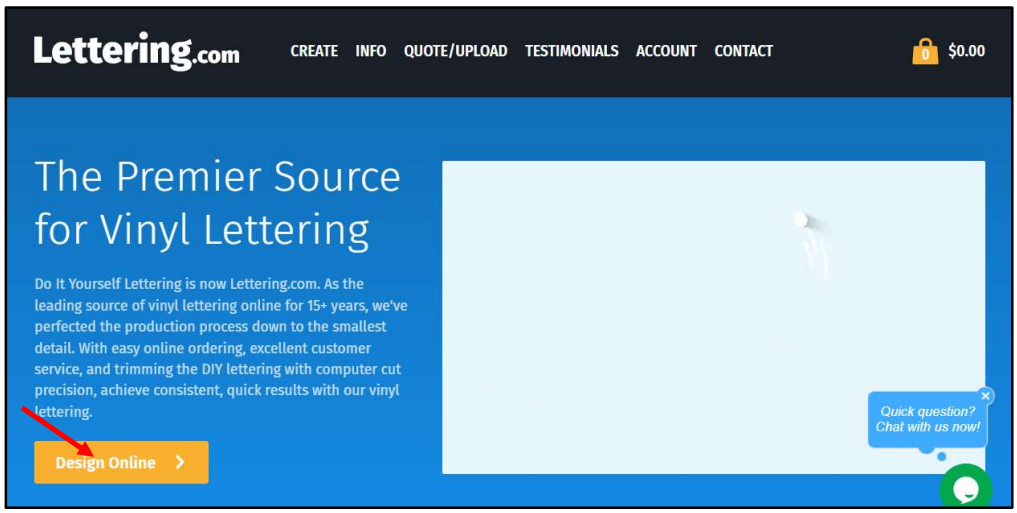
Application Procedure:

1. Turn the graphic over so the application tape is face down. Then peel the liner off the vinyl and backer. Do not pull off the induvial vinyl pieces off the application tape.
2. Holding the top corners of the graphic, lightly tack it into position.
3. Using a smooth plastic edge (like a credit card), begin in the center, and stroke the graphic with an up and down motion. The first stroke is your center line. All subsequent strokes work off the initial center stroke. Each stroke must overlap the previous one. Maintaining good pressure is critical in forcing all the air from under the graphic.
4. To remove the application tape, pull the tape against itself slowly at a 180 degree angle until completely removed from the surface.

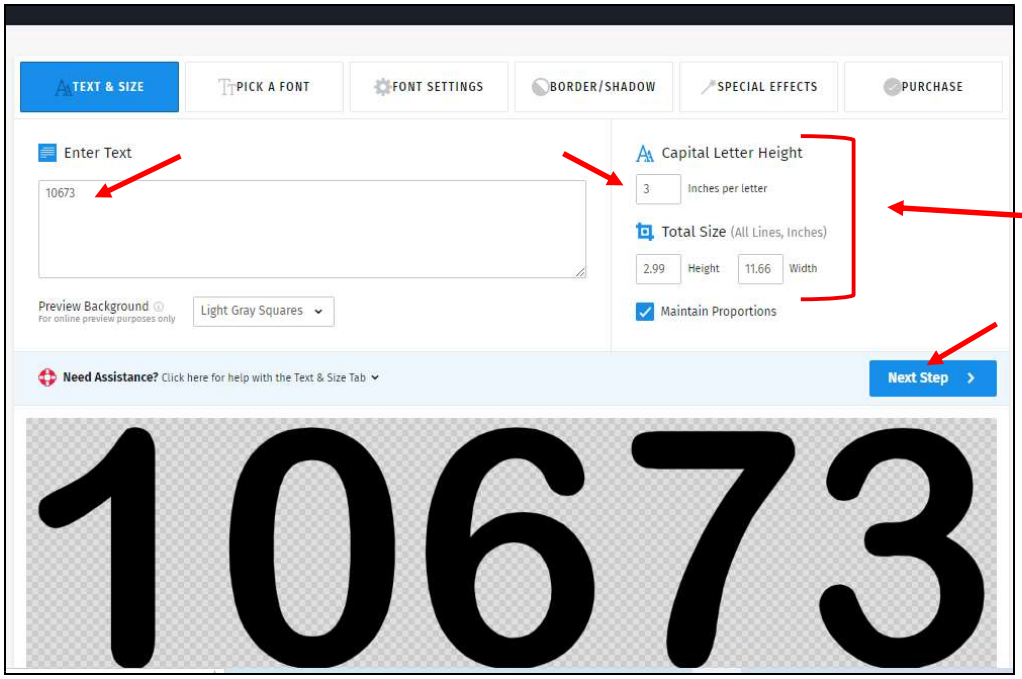
Ordering Replacement Mailbox Numbers Online from Lettering.com

This is the link to Lettering.com: [Vinyl Lettering | CustomVinyl Lettering - Lettering.com]

1. To order mailbox numbers (you must order 2 sets), click the above link or go to https://www.Lettering.com. When their webpage appears, click the DESIGN ONLINE button.

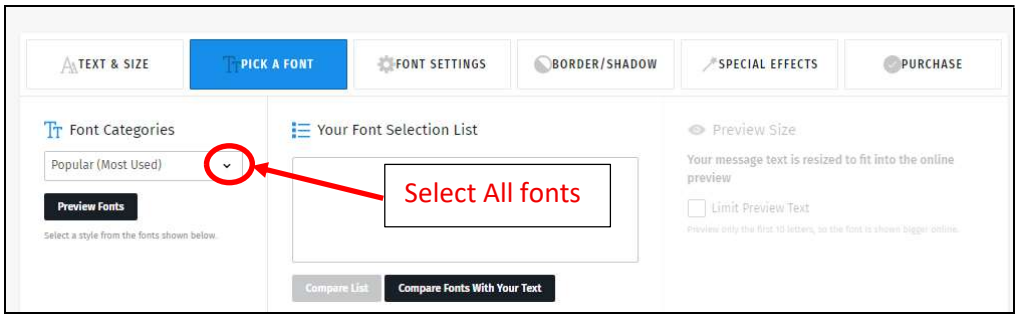


2. Enter this information:
   - In the ENTER TEXT box field, type your house number as shown below. Your house number shows at the bottom.
   - In the CAPITAL LETTER HEIGHT field, type 3 (inches).
   - The TOTAL SIZE field calculates the total size. DO NOT change it.
   - Click the NEXT STEP button.



Sizes may differ, based on your numbers. DO NOT CHANGE THEM.

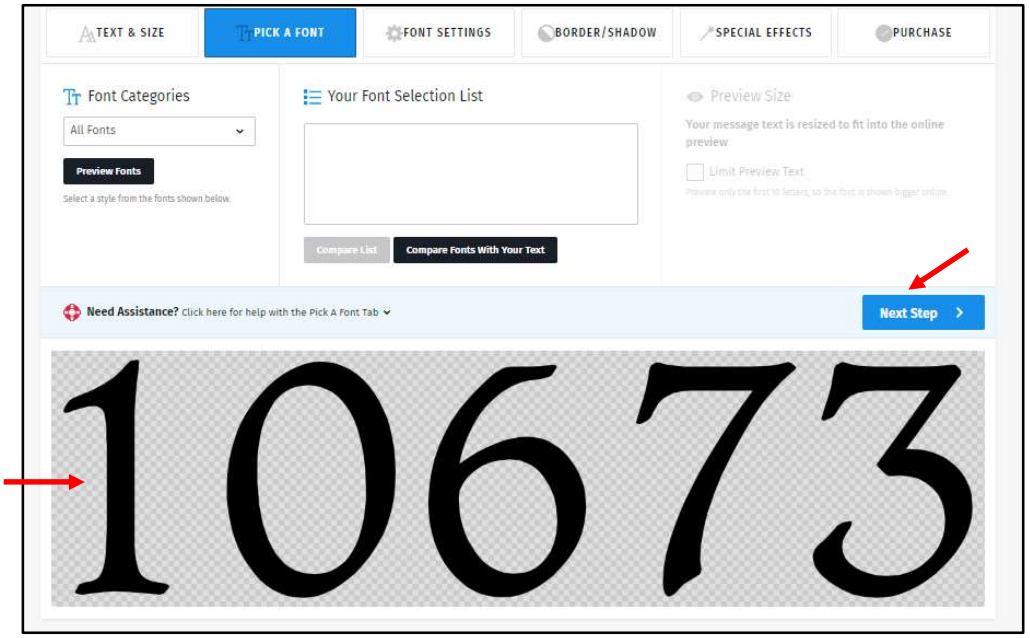
3. When this shows, click the Down Arrow in the FONT CATEGORIES field and select ALL FONTS.



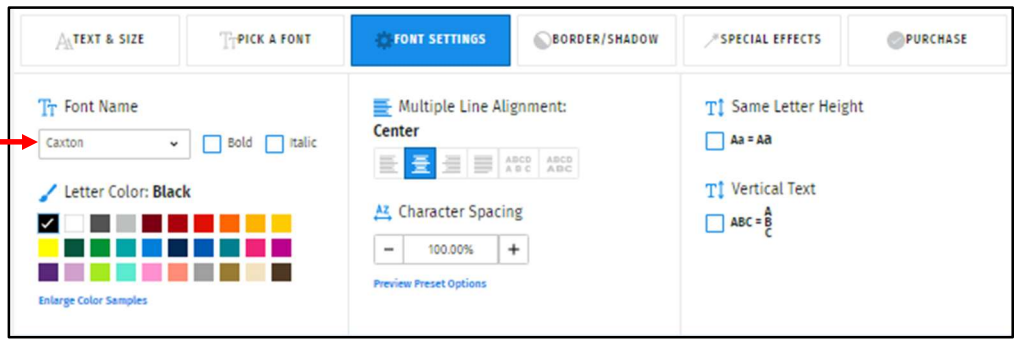
4. A list of all fonts, alphabetical by name, shows. Scroll down until you find CAXTON and click on the name.



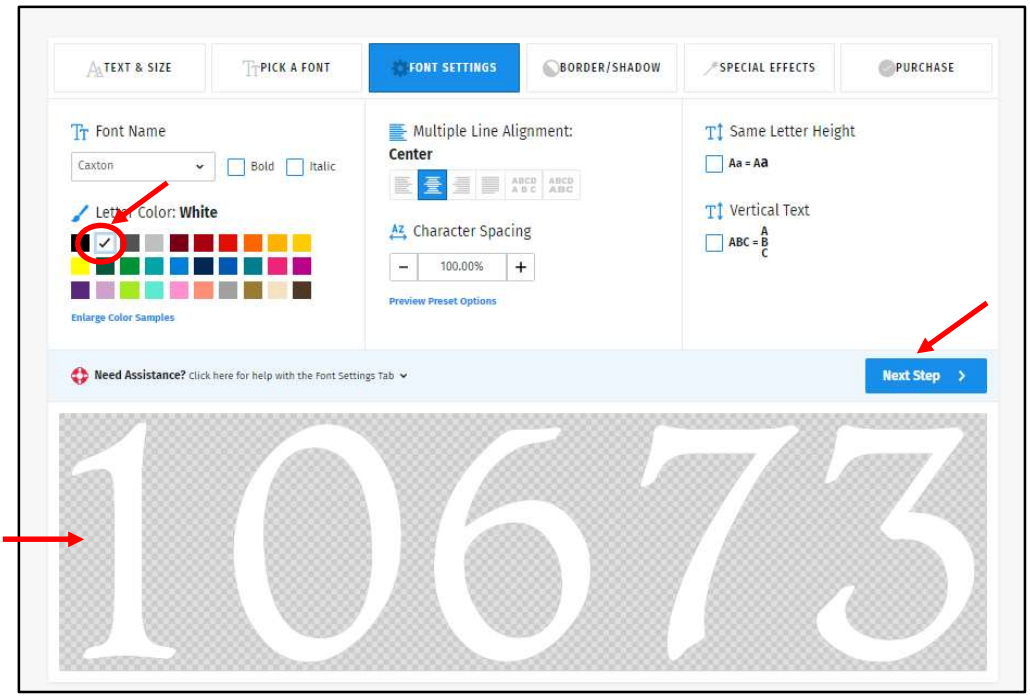
5. Your house number now displays in the Caxton font. Click the NEXT STEP button.



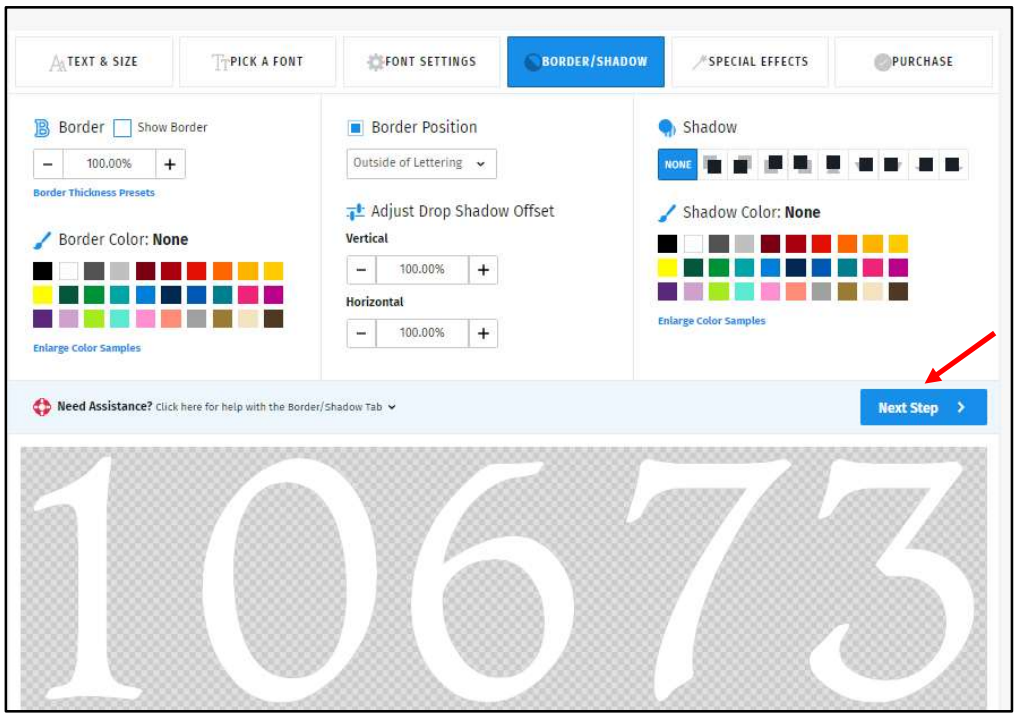
6. This shows. Note the FONT NAME field now shows Caxton.



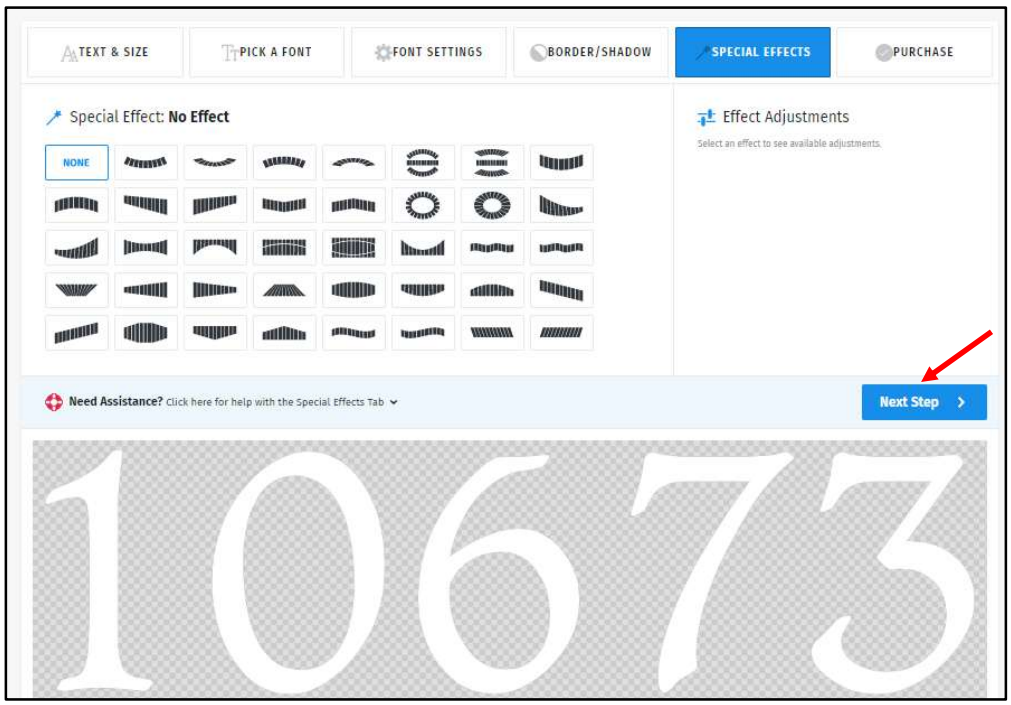
For your LETTER COLOR, click the **White** box. Your numbers now show white. Click the NEXT STEP button.



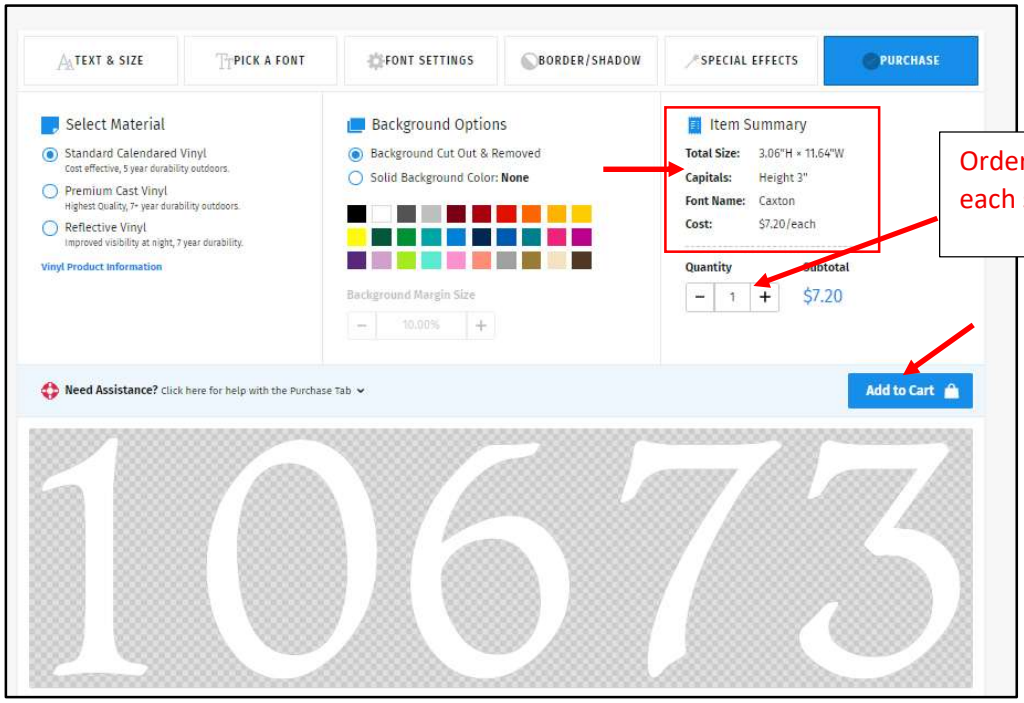
7. No Border Shading is needed. Click the NEXT STEP button.



8. No Special Effects are needed. Click the NEXT STEP button.

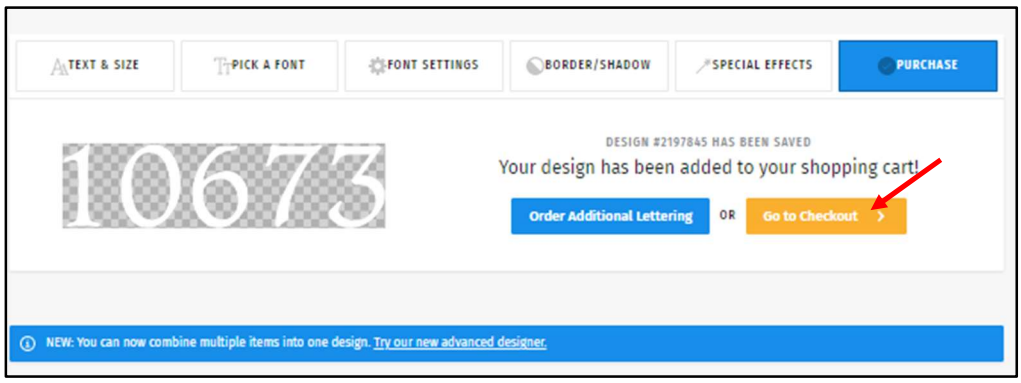


9. When this shows, no further selections are needed. Review the Item Summary data and click the ADD TO CART button.

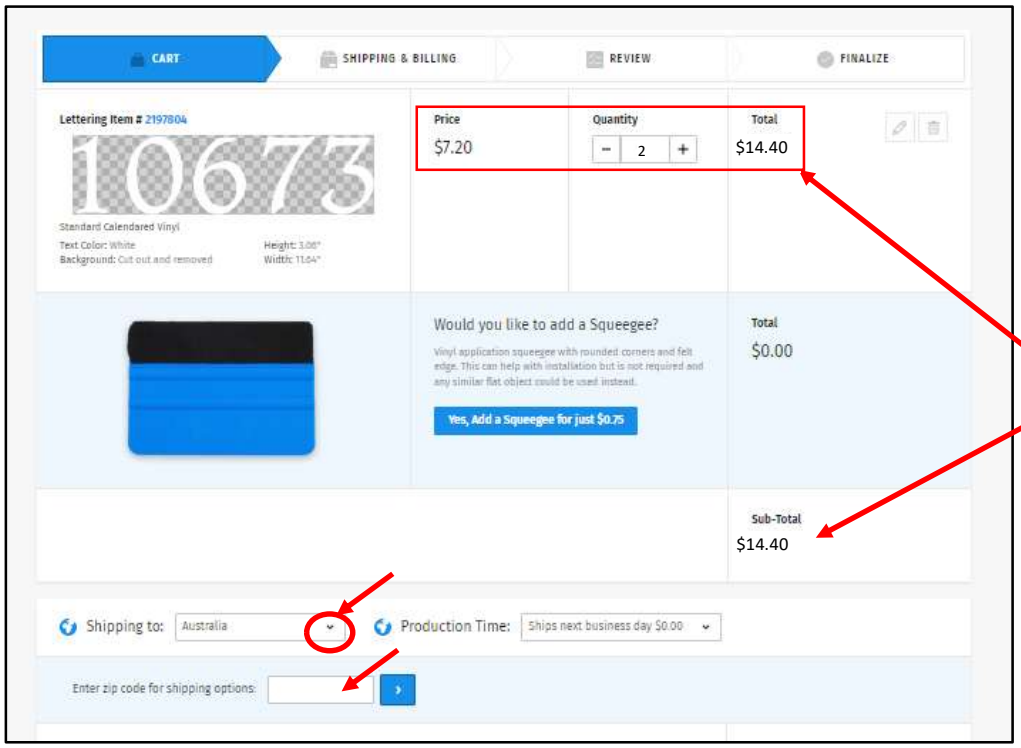


Order 2 sets, one for each side of mailbox.

10. This shows. Click the GO TO CHECKOUT button.

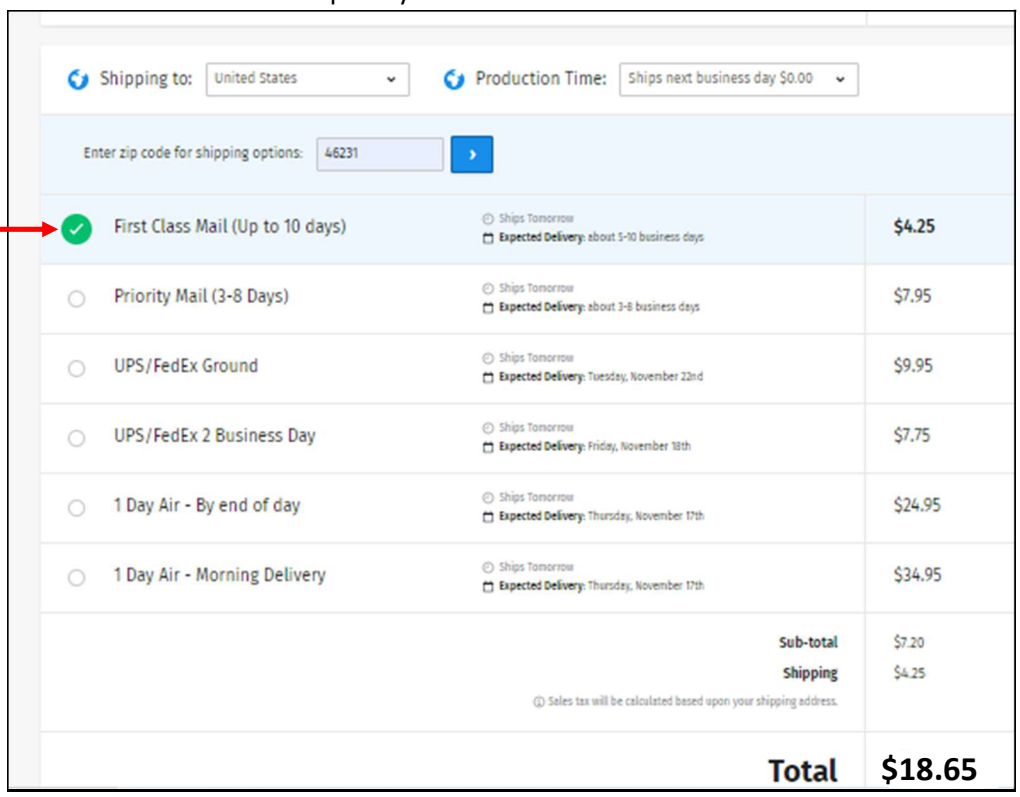


11. On this next screen, click the Down Arrow in the SHIPPING TO field, select UNITED STATES and enter your zip code in the ENTER ZIP CODE FOR SHIPPING OPTIONS field.



Price may differ, based on your numbers.

12. This information displays. It defaults to “First Class Mail” but can be changed to the desired option. Your Total shows at the bottom. Complete your order.



13. If you need help with your order, call 800-550-3883.