



## Assembly Instructions

Attach the components as shown in these pictures using the supplied nuts and bolts. You can tighten the nuts with a 7/16" wrench or socket, or use a pair of pliers.

- 1) Secure the funnel to the base (3 screws).
- 2) Mount the ramps to the cone (4 screws)
- 3) Remove the protective film from the sign frame. (If you have received a Three-Footer, the sign frame is packaged UNDER the funnel in the bottom of the box.) Tape or glue the name or logo of the recipient of the proceeds to the paper sign, or you can make a whole new sign and slip it into the clear frame if you choose. If you don't already have a charity logo, you can print something with your computer printer. Mount the sign frame as shown (2 screws). Be sure the large washers are against the plastic sign frame.
- 4) The door easily slips into place and is secured by the padlock.

If you have any questions, don't hesitate to let us know via email at [sales@divnick.com](mailto:sales@divnick.com) or by calling 1-937-384-0003 (9 am to 9 pm EST)

### Hints

Check all screws regularly to make sure they stay tight.

Clean your Well regularly. A clean Well attracts more revenue. Use any common household cleaner and a soft cloth.

We recommend that you remove the coins often. Rather than letting the coins fall loosely into the base, we suggest that you place a small bucket or other receptacle inside the base to catch the coins so they are easy to retrieve. Some people use a metal pan that makes noise when the coins hit it, while others use a plastic bucket or a "double paper grocery bag" with the top folded over to stiffen up the top edge.

**Security:** It is rare that anyone reports a theft problem. Nevertheless, the best security measure is to remove the coins often. You can increase the **stability and security** at the same time by placing a few zip-lock bags of sand or gravel inside the base, or attach a chain to the padlock or around the "neck" of the Well, and then around a nearby post.

We would love to see a **digital picture** of your Well along with an income report after a period of time. Please send it to [sales@divnick.com](mailto:sales@divnick.com).

Good luck, and may the coins pour in!

