

A - 24" w

B - 18" w

C - 12" w

↑ Place level along top line ↑

C
E
N
T
E
R

Mounting Instructions

- 1 Position the mounting template on wall in desired location (horizontal dotted line represents the top of the Whiteboard). Using the pre-measured holes (A, B or C depending on size of your Whiteboard - see '1a'), mark location of mounting holes with screwtip or awl by pressing through paper into wall. Make sure mounting template is level before drilling into wall.
 - a For 24-inch wide keyhole slots, use the holes marked 'A'
For 18-inch wide keyhole slots, use the holes marked 'B'
For 12-inch wide keyhole slots, use the holes marked 'C'
If you are unsure of which set of holes to use, place this template up to the keyhole slots on the back of your Whiteboard to match and use the corresponding letters to mount.
- 2 If mounting to wall studs - Drill 1/8" pilot holes into the two marks through the wallboard and into the supporting studs. With a screwdriver, insert two screws into the two holes. Do not tighten all the way, but leave each screw extended 1/4" from the wall. Hang the Whiteboard to these two screws using the keyhole slots on back of the Whiteboard. If the Whiteboard is too far away from the wall, tighten the screws for a closer fit.
- 3 If mounting to drywall or plaster wall - Drill two 3/16" pilot holes in wall where previously marked. Push the anchors into each hole. With a screwdriver, insert two screws into the two anchors (insert screws all of the way then back out so screw is extended 1/4" away from wall). Hang the Whiteboard on these two screws using the keyhole slots on back of Whiteboard. If the Whiteboard is too far away from the wall, tighten the screws for a closer fit.

Cleaning and Care Instructions

- All Tailor Made Whiteboards are specially designed to wipe away writing easily and never ghost when using a "Dry-Erase" or "Wet-Erase" marker. You can also use water and a tissue/paper towel to clean the writing surface of any dust or marker residue. DO NOT use any chemical cleaners with your Tailor Made Whiteboards.
- Only use markers labeled "Dry-Erase" or "Wet-Erase" with your Tailor Made Whiteboards. DO NOT use a permanent marker, or any other writing utensil on your Whiteboard.
- The specially designed writing surface on your Tailor Made Whiteboard should always be facing forward. The back of each writing surface has a "BACKSIDE (THIS SIDE IN)" sticker in one of the corners to signify which side of the writing surface should NOT be facing forward.
- In the event that a permanent marker was used on your Tailor Made Whiteboard, use a "Dry-Erase" marker and write over the permanent ink. Be sure to completely cover the permanent ink with dry-erase ink. Then with an eraser or tissue, remove the dry erase marker. Repeat as necessary to remove the permanent ink.

For alternate mounting suggestions and answers to your dry-erase questions please visit www.tailormadewhiteboards.com

We welcome your feedback! Please send your comments to info@tailormadewhiteboards.com

