ENGINE PACKING INSTRUCTIONS

4925T • **BOX KIT** Engine Rebuild Program

IMPORTANT NOTE:
It is the customer's responsibility to follow the packaging instructions as listed below. We will NOT be held responsible for any damages resulting from failure to package your engine properly. We cannot be held responsible for freight damage or circumstances that occur as a result of shipping. In addition, we cannot be held responsible for abnormal circumstances such as fire, weather or other acts of God beyond our control.

STEP 1: REMOVE and KEEP the following parts from your engine before shipping:

- **Carburetor** (It is NOT necessary to keep this part as a NEW Carburetor will be provided in the overhaul process, however it does need to be removed prior to shipping to our facility) **DO NOT remove from Club Car FE400 or Yamaha G22-G29 (Drive) models, we will reuse**
- **Clutch** (KEEP ITEM for reuse after overhaul)
- **Dipstick** (KEEP ITEM for reuse after overhaul)
- **Engine Shrouding** (KEEP ITEM for reuse after overhaul)
- **Fan** (KEEP ITEM for reuse after overhaul)
- **Flywheel*** (KEEP ITEM for reuse after overhaul, unless you have a Club Car or Yamaha)
- **Ignition Coil*** (KEEP ITEM for reuse after overhaul, unless you have a Club Car or Yamaha)
- **Muffler** (KEEP ITEM for reuse after overhaul) IMPORTANT: It is very important to make sure your exhaust is not clogged and is functioning properly. If not, you will need to install a new exhaust to achieve proper performance from your newly overhauled engine.

* *All customers with Club Car or Yamaha Engines must send these items along with the engine in order for us to bench test it when completed. If needed, items will be sent back with the engine once the rebuild is complete.*

STEP 2: EXTREMELY IMPORTANT: **Drain ALL fluids** from the engine.

STEP 3: Place engine (minus items mentioned in Step 2) into the clear poly bag provided with the kit. See figure A. Make certain the opening of the bag faces up, and then secure it with a zip-tie. See figure B.

STEP 4: ASSEMBLE BOX: Please be advised you will need to secure the bottom with enough tape for the weight of the engine inside. Reinforcing the bottom seam of tape is highly recommended. Make certain the cardboard pads (Six pads are provided – See figure C) are installed in their proper positions. Reserve the top pad for Step 7.

STEP 5: Add shredded cardboard (or similar, substantial packing material) around and on top of the engine and down inside the box. See figure D.

STEP 6: Place a copy of your ***Engine Rebuild Order Confirmation Form*** into the box on top of the packing materials. ***This form is located on the back of the instruction sheet and will need to be filled out completely prior to completion of your Engine Rebuild. This is a must-have item for proper diagnosis of your Engine Rebuild.***

IMPORTANT: Please include a COPY of your *Engine Rebuild Confirmation Order form* inside the box with the engine. This step will ensure proper identification of your engine upon its arrival at our facility. ALWAYS keep a copy for your own records. See figure E.

STEP 7: Install the last cardboard pad on top of the engine, packing material and order form copy. See figure F. Last, close and secure the box with ample packing tape.

STEP 8: Our Box Kit comes with a PREPAID UPS Return Label. Affix the label to the front of the box and drop it off at the UPS store. Go to www.theupsstore.com for a full listing of locations in your area. NOTE: Write down the UPS tracking number for your records. This will allow you to track your engine and also know the exact date of arrival to our facility.

Please allow a minimum of 2-3 business weeks, from the date we received your engine at our facility, for your rebuilt engine to be returned.

Fig. A

Fig. B

Fig. C

Fig. D

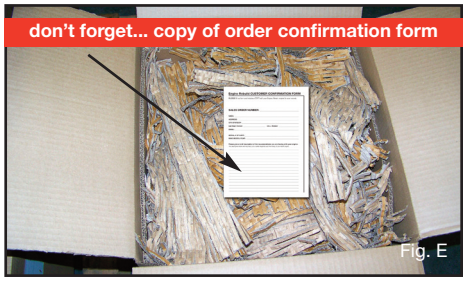

Fig. E

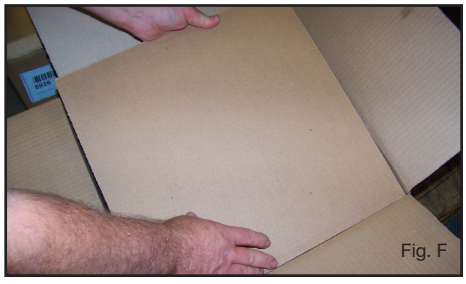
Fig. F

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Engine Rebuild CUSTOMER CONFIRMATION FORM

PLEASE fill out form and include a COPY with your Engine. Retain original for your records.

SALES ORDER NUMBER: _____

(This number is located in the upper right-hand corner of your invoice statement, just above the customer number.)

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

DAYTIME PHONE: _____ **CELL PHONE:** _____

EMAIL: _____

SERIAL # OF CART: _____

MAKE/MODEL/YEAR: _____

Please give a brief description of the issues/problems you are having with your engine:

The detail given below will help lead us to a better diagnosis and fine-tuning of your rebuilt engine.

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