

SHIPPING TIPS

Following are some helpful tips for shipping your products to Duncan Racing International. Make sure to fill out the work order form on page 2.

**NOTE: If you do not have the experience and or resources to properly ship your components, it is strongly advised to seek the assistance of a trained professional. There are hundreds of shipping outlets worldwide. You should go over the following list of shipping tips with any company that you have ship your components. Improperly packaged and or shipped components will cause unnecessary damage.*

PAPER WORK: Make sure to ALWAYS send your parts with an identifying note with your **name, address, day and night telephone numbers** and a description of work to be performed. It is also advisable to include a list of shipped parts. To make things easier for you we have supplied a **Work Order** form you can fill out and send with your products.

SEND IT CLEAN: Please clean and dry your parts before shipping.

DRAIN FLUIDS: Always drain ALL fluids. If shipping a carburetor all gas must be removed. If shipping an engine or cylinder all OIL and COOLANT must be removed. Failure to remove fluids can cause fluids to leak into packaging causing packaging to deteriorate.

PACKAGING-PARTS: When shipping smaller engine parts like cylinders and heads. Wrap each part individually with a protective agent (bubble wrap works excellent). Pay close attention to protect all gasket surfaces. You want to make sure that the components in the box DO NOT touch each other. If they do they will rub against each other causing severe damage in some cases. Make sure to put small parts in a zip lock bag, NEVER drop small parts loosely in box.

**SPECIAL NOTE: When shipping cylinders (especially 2-stroke) the skirt on the bottom of cylinder is easily susceptible to damage. It is strongly advised to use extra protection in this area. Using the card board center from a packing tape roll works well in helping protect your cylinder skirt.*

PACKAGING ENGINES: You can ship engines one of 2 ways.

1. Ship in card Board box. If using card board make sure box is rated to handle the weight of the contents. Put engine in a heavy duty trash bag before boxing. It is recommended to have a plywood floor and sides inside your box. A dense packing material (Styrofoam or similar agent) must be used between engine and box floor, roof and side walls. It is recommended to have 4-6 inches of padded protection between engine and box. Pack contents tightly. Engine cannot be allowed to move around.
2. Make a wood crate. A small wood crate can be made (using the same concept as your machines frame) to hold your engine. Make sure that lid or sides can be unscrewed to remove contents.

Make sure to bag all loose parts, Drain ALL fluids.

Check with your planned shipping carrier for weight and sizes restrictions.

SHIPPING CARRIER: We recommend using a name brand carrier like UPS or FEDX. It is always advisable to check with various shippers for any restrictions regarding the parts you plan to ship. All national shipping companies are capable in doing a good job, but some are stronger and more efficient in certain parts on the country.

They can also give you a cost estimate.

All shipments to DRI MUST come prepaid. DRI does not except COD's.

As a general rule heavier packages should be shipped by ground (truck) for economical reasons.

INSURANCE: It is highly recommended to insure your parts for full replacement value. Experienced shipping companies rarely have a problem, but it is better to be safe than sorry.