



TECH PHONE (619)-258-6306 HRS: 9AM – 5PM PST TUESDAY - FRIDAY  
9380 Bond Ave Suite B – El Cajon, CA 92021 USA

## ENGINE WORK ORDER

**\*PLEASE READ BEFORE COMPLETING WORK ORDER FORM\***

### How the Rebuild Process Works

1. **Call DRI #619-258-6306** and discuss your engine.

In the initial consultation DR will answer your basic questions outline a recommended course of action.

2. **Get the motor to DRI** either via hand delivery or shipment company

(ie: UPS, Fed Ex or USPS.) Motor should be sent assembled or if it is disassembled sent with all parts in sealed bags.

\*Send engine as clean and dry as possible (all fluids drained). \***Remove wiring harness, kick starter, shifter etc.**

Be sure to use proper care when shipping your engine- **the vast majority of issues regarding shipping is inadequate packing.**

\* Please see our tips on shipping your motor on our website under “Engine Rebuilding” on the side menu.

\* DRI will take complete ATV’s in for rebuilds/modification by appointment. Call for details. 619.258.6306

3. **Fill Out the DRI Engine Work Order Form** below.

Print and **fill out its entirety**. The more complete information DR receives from client- the better job DR can do in taking care of your engine.

**REMEMBER \*\*\*\*Enclose work order form with engine.**

### **\*\*AFTER we receive your job-**

**-Once DR receives engine** they will read and review the work order form.

- Then do a tear down and analyze all components: transmission, bearings, cases, clutch, piston, crankshaft, valves etc.

**\*\*After DR analyzes the engines** component **They will CONTACT YOU** before proceeding with your job.

DRI will write up estimate of repairs and or mods desired by customer or required for engine.

**-DRI will then have consultation with client:** either in person, via telephone or via email. Whichever means client prefers. DRI will answer all questions, present all options and the cost, quote lead time to do the work etc. DRI puts and emphasis on educating their clients so they can make the best possible decision based on their needs and budget. Once rebuild/modification plan is in place, Customer will be asked to supply a deposit for the job. (Generally 50% to start with, balance due upon completion)

**Once that is complete** DRI will start all the work.

**-When engine is complete DRI will contact client** to make shipping/delivery arrangements. Engine will be shipped-delivered to/or picked up by client. DRI will offer client recommendation’s for multitude of engine related items: fuel, oil, carburetion settings, gearing, tires etc. DRI offers unlimited tech support for engine clients.

DRI’s online Tech Center on the DRI website [www.duncanracing.com](http://www.duncanracing.com) is the most complete source of on line information.

\*\*Clients are welcome to call with questions regarding all facets of their ATV.

### **NOTES TO CLIENT:**

\*\* Make a list of any and all questions you have. Write them down and ask DRI during our consultations- don’t be afraid to ask. DR may not be able to answer them all, but we will do our best.

**\*\*Read all the DRI TECH DOCUMENTS YOU ARE GIVEN**

DRI sends a number of helpful tech docs and instructions with the jobs it does.



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# ENGINE WORK ORDER

DATE \_\_\_\_\_

CUSTOMER # \_\_\_\_\_

NAME \_\_\_\_\_

SHIP TO (IF DIFFERENT FROM HOME) \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTRY \_\_\_\_\_

HM PHONE \_\_\_\_\_

WK PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CELL PHONE \_\_\_\_\_

VEHICLE DESCRIPTION YR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

ENGINE # \_\_\_\_\_ EST. HRS ON ENGINE \_\_\_\_\_ EST. GAS RAN THROUGH ENGINE \_\_\_\_\_

ENGINE USED FOR \_\_\_\_\_ OIL USED \_\_\_\_\_ FUEL USED \_\_\_\_\_

EXHAUST \_\_\_\_\_ CARBURATOR \_\_\_\_\_ AIR CLEANER SYSTEM \_\_\_\_\_

LIST OF CONTENTS (shipped to DRI)

\_\_\_\_\_  
\_\_\_\_\_

ENGINE HISTORY \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DESIRED WORK TO BE PERFORMED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROBLEMS CUSTOMER IS HAVING WITH ENGINE (IF ANY) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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# ENGINE WORK ORDER

HAVE PARTS BEEN WORKED ON BEFORE? IF SO, BY WHOM AND WHEN? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

QUESTIONS FOR DRI: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE NEEDED PARTS RETURNED \_\_\_\_\_

(Estimated date only)

**NOTE:** Ship motor dry- Drain all; oil, coolant, fuel. \*Do not send shifter or kickstart

**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/instructions regarding the parts you plan to ship. They can also give you a cost estimate and package tracking information. \*Please CC [sales@duncanracing.com](mailto:sales@duncanracing.com) on **your tracking information** so we will be notified when your engine will be coming in to us. All shipments to DRI MUST come prepaid. DRI does not except COD's.

**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. If your items are not packaged correctly insurance WILL NOT cover them.

For more shipping information please visit [www.duncanracing.com](http://www.duncanracing.com) under "Engine Rebuilding"