Expandable Rim Repair Service

• Customer to contact Shamrock with description and quantity of rims.
• Shamrock shipping department to arrange pick up (UPS call tags or LTL schedule)
• Upon receipt of rims, inspection completed within 24 hours.
• Photos, findings, and quote submitted to customer.
• With customer’s approval, work will be completed within 48 ~ 72 hours depending on quantity of rims and parts needed.
• Completed rims shipped back to customer.

Tel: (502) 266-7403 or (800) 354-4495 Email: info@shamrockmarketinginc.com
Web: http://www.shamrockmarketinginc.com
EXPANDABLE RIM REPAIR PROCESS

Received Customer Rim: _______ (Initial)
  o Customer # ____________________
  o Order # ______________________
  o Bill of lading/ETA

Inspection Process (Complete within 24 hours of receiving the rim): _______
  o Take picture
  o Brand _______________________
  o Received PARTS or WHOLE (circle one)
  o Record rim date code ____________
  o Inspect key way __________________________
  o Spacer Plates ______________________________
  o Belt/Size ____________________________
  o Piping (Inspect threading)
  o Follow up with customer and suggest repairs

Order Parts and Belt: _______
  o Attach P.O. # ____________________
  o Vendor Order # ____________________

Repair/Refurbishment of Rim: _______
  o Soak the rim in degreaser
  o Blast the rim
  o Repair/replace parts
  o Replace fittings & belt
  o Reassemble hub

Final Inspection: _______
  o Take picture
  o Order entry completed (Labor/Parts)

Delivery ETA to customer: _______
  o Called customer with delivery ETA