



Safe Packaging & Shipping Instructions

Timelock Products

Essential to cost constraint, is the safe shipping practices used by our customers to ship timelock products to TMI for repair and or service. Please note and follow the outlined suggestions:

- Always place the timelock movements in a sealed plastic bag
- Always protect the balance wheel from being crushed
- Always use adequate packing material that support the movement, constrain the movement and prevents the movement from being crushed
- Always keep packing peanuts, foam, paper, cloth and other forms of debris from surrounding an unprotected movement
- When possible, ship each movement in a separate box within a master carton
- When possible, note the problem encountered with the Timelock product.
- Enclose proper documentation to expedite the service, including purchase orders, requested type of service, contact information with phone numbers and extension
- Specify the return to shipping address

- Ship to:

TMI, Corp
127 SE 29th St
Topeka, KS 66605