



Packing Instructions

1. Remove blades at the rubber flywheel (2 screws) for each blade holder.
 2. Remove hanging pole at top of motor (3 hex screws.)
 3. Remove light kit from switch housing.
 4. Remove control switch from the wall if you are using one. Pack it along with the motor.
 5. Use a box that is at least 14" square or larger.
 6. Wrap fan motor in bubble wrap.
 7. Pack with enough paper (NOT SHREDDED) or packing material to prevent motor from moving in box.
 8. NOTE: DO NOT use popcorn/peanuts OR shredded paper for packaging. This material is not dense enough to support the weight of the motor.
- IF PACKING POPCORN/PEANUTS OR SHREDDED PAPER ARE USED AND THE FAN MOTOR IS NOT WRAPPED IN BUBBLE OR PLASTIC BAG AND IT REQUIRES THE PACKING MATERIAL TO BE REMOVED THERE WILL BE A \$15.00 SERVICE CHARGE FOR THIS CLEANING SERVICE TO THE MOTOR!**
9. NEVER ship multiple fan motors in the same box.
 10. Sun's Up is not responsible for any damage incurred through shipping. Either to us or from us, we provide \$100 of shipping insurance. If you want to request more for an additional fee, please inquire.

Shipping Instructions

1. Place in an envelope your name, address, phone number, email address and problems you are having with your fan, inside the box.
2. If you decide *NOT TO REPAIR* the fan and want it returned there is a return shipping fee.

Ship to:

Suns Up, LLC – Casablanca Factory Repair
191 Lee Road
FL 34292
301-831-4925

