

Packaging Instructions for shipping a Rolf Prima Wheel Set

These instructions are intended to be used for any instance where the wheels are being shipped or transported off the bike outside of a padded wheelbag.

Packaging Materials List

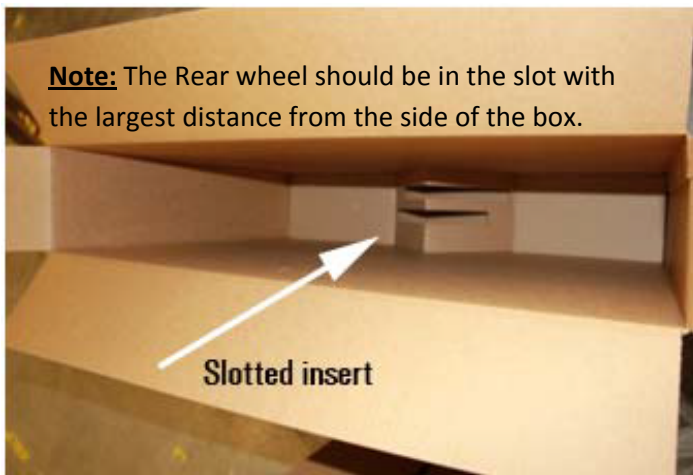
- Double wheel box
- Two slotted inserts
- Endcap protectors
- Plastic Bags or Bubble Wrap
- Packing Tape
- Wheel Service Form (if an RA)



Step 1: Insert plastic endcap protector into the threaded on both the rear (non-drive) and front hubs.



Step 2: Package each wheel in its own plastic bag or end cap bubble wrap envelope and seal with packing tape.



Step 3: Ensure first insert is in the base of the Rolf Prima double wheel box.



Step 4: Orient the wheels so that the Freehub of the rear hub is nested in one of the large spans between spokes of the front wheel. Ensure that both endcaps with protectors are facing outward.



Step 5 (With Inserts): Insert the wheel set into the wheel box so that each wheel rests within its own slot in the cardboard insert in the base of the box. For added protection add packing materials in the spaces between the wheels and on the outside of the wheels to secure the wheels in place and to protect the wheels from any potential impacts.

Step 5 (Without Inserts): If one is shipping a wheel without the cardboard inserts, please take extra time to package the wheels and fill the empty spaces in the box with packing materials so that the wheels are held securely in place. The wheels should not be in direct contact with each other or the sides of the box if packaged correctly.



Note: Tape down any loose items such as QR's – so they do not damage the wheels.

Step 6: Insert second slotted cardboard insert so that it mirrors the position of the first insert. When in place the insert should have an "M" shape and both the wheels and insert should sit completely within the box. **Important.** If one or both of the slotted inserts are damaged or missing, then protect both the outside of the wheels and in between the wheels with packing paper so that movement is kept to a minimum. Please do not use packing peanuts.

Step 7: Tape down any loose items within the box such as QR's to prevent them from damaging the wheel during transit. If the insert is missing, please enclose the small parts in a bag and secure the bag to the inside of the box with packing tape. **Note:** If you are sending the wheel(s) for service, please provide the completed wheel service form and do NOT include tires, cassette, QR's, or computer magnets.

Step 8: Seal the box with packaging tape and label the box with both the ship to and your return address and RA number if applicable.