



**HUTCHINS**

the PROFINISHERS®

MANUFACTURING COMPANY • 49 North Lotus Avenue • Pasadena, California 91107  
Quality Products for All Phases of Surface Preparation  
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# Vocational School Program Maintenance Procedures

- Tools need to be maintained with oil and a Hutchins pad.
- Vocational schools may send in units for repair/refurbishing at any time of the year.
- All tools must be returned with pads. Any tool returned without a Hutchins pad will not qualify for perpetual care under the Votech program. Schools returning tools with improper pads will be contacted with repair costs for the tools in question.
- When sending in tools, please include the following information with the tools:
  1. School Name and Address
  2. Instructor phone/cell number or e-mail address (used only if there are questions)
  3. Date tools are needed back (when sending in more than 3 tools please allow at least 2 weeks)
- Please provide adequate packaging when shipping tools and please insure your packages. "Adequate packing" includes newspaper/bubble wrap around each tool as well as filler in the STRONG box. We receive many boxes with air fitting hanging out the side. Some of these boxes break open in transit and are permanently lost.
- When sending in tools during the summer break please leave at least 4 weeks lead time (not counting transit time) as we received most Votech tools during this time.