

Please read and save these instructions. Read through this owner's manual carefully before using product. Protect yourself and others by observing all safety information, warnings, and cautions. Failure to comply with instructions could result in personal injury and/or damage to product or property. Please retain instructions for future reference.



3/8" DRILL

FOR CUSTOMER SERVICE

Technical Question?

CALL 1-866-458-2472
customerservice@oem-tools.com

UNPACKING

After unpacking unit, inspect carefully for any damage that may have occurred during transit. Check for loose, missing, or damaged parts. If any damage is observed, a shipping damage claim must be filed with carrier. Do not use the OEMTOOLS™ Drill if broken, bent, cracked, or damaged parts (including labels) are noted. Any Drill that appears damaged in any way, operates abnormally, or is missing parts should be removed from service immediately. If you suspect that the Drill was subjected to shock load (a load that was dropped suddenly, unexpectedly, etc.), immediately discontinue use until it has been checked by a factory authorized service center.



⚠ WARNING

The following safety information is provided as a guideline to help you operate your Drill under the safest possible conditions. Any tool or piece of equipment can be potentially dangerous to use when safety or safe handling instructions are not known or not followed. The following safety instructions are to provide the user with the information necessary for safe use and operation. Please read and retain these instructions for the continued safe use of your service system. Failure to follow instructions listed below may result in serious injury. In addition, make certain that anyone who uses the equipment understands and follows these safety instructions as well.

Explanation of Safety Signal Words

⚠ WARNING: Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

⚠ CAUTION: Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury.

CAUTION: Used without the safety alert symbol indicates a potentially hazardous situation which, if not avoided, may result in property damage.

NOTES: Provide clarity and helpful information.

Thank you very much for choosing an OEMTOOLS™ Product!

For future reference, please register your new tool at www.oem-tools.com and complete the owner's record below:

Model: _____ **Purchase Date:** _____

Save the receipt, warranty and these instructions. It is important that you read the entire manual to become familiar with this product before you begin using it. This product is designed for certain applications only. OEMTOOLS™ cannot be responsible for issues arising from modification. We strongly recommend this product is not modified and/or used for any application other than that for which it was designed. If you have any questions relative to a particular application, DO NOT use the product until you have first contacted customer service to determine if it can or should be performed on the product.



3/8" DRILL

POWER TOOL SAFETY

▲WARNING: Read all safety warnings and instructions. Failure to follow the warnings and instructions may result in electric shock, fire and/or serious injury.

Save all warnings and instructions for future reference.

WORK AREA SAFETY

Keep work area clean and well lit. Cluttered or dark areas invite accidents.

DO NOT operate power tools in explosive atmospheres, such as in the presence of flammable liquids, gases or dust. Power tools create sparks which may ignite the dust or fumes.

Keep children and bystanders away while operating a power tool. Distractions can cause you to lose control.

ELECTRICAL SAFETY

1. Power tool plugs must match the outlet. Never modify the plug in any way. DO NOT use any adapter plugs with earthed (grounded) power tools. Unmodified plugs and matching outlets will reduce risk of electric shock.
2. Avoid body contact with earthed or grounded surfaces such as pipes, radiators, ranges and refrigerators. There is an increased risk of electric shock if your body is earthed or grounded.
3. DO NOT expose power tools to rain or wet conditions. Water entering a power tool will increase the risk of electric shock.
4. DO NOT abuse the cord. Never use the cord for carrying, pulling or unplugging the power tool. Keep cord away from heat, oil, sharp edges or moving parts. Damaged or entangled cords increase the risk of electric shock.
5. When operating a power tool outdoors, use an extension cord suitable for outdoor use. Use of a cord suitable for outdoor use reduces the risk of electric shock.
6. If operating a power tool in a damp location is unavoidable, use a residual current device (RCD) protected supply. Use of a ground fault circuit interrupter (GFCI) reduces the risk of electric shock.

PERSONAL SAFETY

1. Stay alert, watch what you are doing, and use common sense when operating a power tool. DO NOT use a power tool while you are tired or under the influence of drugs, alcohol, or medication. A moment of inattention while operating power tools may result in serious personal injury.
2. Use personal protective equipment. Always wear eye protection. Protective equipment such as dust mask, non-skid safety shoes, hard hat, or hearing protection used for appropriate conditions will reduce personal injuries.
3. Prevent unintentional starting. Ensure the switch is in the OFF position before connecting to power source and/or battery pack, picking up, or carrying the tool. Carrying power tools with your finger on the switch or energizing power tools that have the switch ON invites accidents.

4. Remove any adjusting key or wrench before turning the power tool ON. A wrench or a key left attached to a rotating part of the power tool may result in personal injury.
5. DO NOT overreach. Keep proper footing and balance at all times. This enables better control of the power tool in unexpected situations.
6. Dress properly. DO NOT wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewelry or long hair can be caught in moving parts.
7. If devices are provided for the connection of dust extraction and collection facilities, ensure these are connected and properly used. Use of dust collection can reduce dust-related hazards.

POWER TOOL USE AND CARE

1. DO NOT force the power tool. Use the correct power tool for your application. The correct power tool will do the job better and safer at the rate for which it was designed.
2. DO NOT use the power tool if the switch does not turn it on and off. Any power tool that cannot be controlled with the switch is dangerous and must be repaired.
3. Disconnect the plug from the power source and/or the battery pack from the power tool before making any adjustments, changing accessories, or storing power tools. Such preventive safety measures reduce the risk of starting the power tool accidentally.
4. Store idle power tools out of the reach of children and DO NOT allow persons unfamiliar with the power tool or these instructions to operate the power tool. Power tools are dangerous in the hands of untrained users.
5. Maintain power tools. Check for misalignment or binding of moving parts, breakage of parts and any other condition that may affect the power tool's operation. If damaged, have the power tool repaired before use. Many accidents are caused by poorly maintained power tools.
6. Keep cutting tools sharp and clean. Properly maintained cutting tools with sharp cutting edges are less likely to bind and are easier to control.
7. Use the power tool, accessories and tool bits, etc. in accordance with these instructions, taking into account the working conditions and the work to be performed. Use of the power tool for operations different from those intended could result in a hazardous situation.
8. Hold power tools by insulated gripping surfaces when performing an operation where the cutting tool may contact hidden wiring or its own cord. Contact with a "live" wire will make exposed metal parts of the tool "live" and shock the operator.

SERVICE

Have your power tool serviced by a qualified repair person using only identical replacement parts. This will ensure that the safety of the power tool is maintained.



3/8" DRILL

▲WARNING: Know your drill. DO NOT plug in the drill until you have read and understand this Instruction Manual. Learn the tool's applications and limitations, as well as the specific potential hazards related to this tool. Following this rule will reduce the risk of electric shock, fire, or serious injury.

▲WARNING: Always wear eye protection. Any power tool can throw foreign objects into your eyes and cause permanent eye damage. ALWAYS wear safety goggles (not glasses) that comply with ANSI safety standard Z87.1. Everyday glasses have only impact resistant lenses. They ARE NOT safety glasses.

▲WARNING: Glasses or goggles not in compliance with ANSI Z87.1 could cause serious injury when they break.

▲WARNING: Always use a safety shield, hearing protection, and dust mask when drilling concrete.

1. DO NOT drill material too small to be securely held.
2. Always keep hands out of the path of the drill bit. Avoid awkward hand positions where a sudden slip could cause your hand to move into the path of the drill bit.
3. Secure the workpiece. Use clamps or a vice to hold the workpiece. It is safer than using your hand and it frees both hands to operate the tool.
4. Make sure there are no nails or foreign objects in the part of the workpiece to be drilled.
5. To avoid injury from accidental starting, always remove the plug from the power source before installing or removing a drill bit.
6. DO NOT install or use any drill bit that exceeds 7" (17.5 cm) in length or extends more than 6" (15 cm) beyond the chuck jaws. They can bend or break suddenly.
7. Before starting the operation, jog the drill switch to make sure the drill bit does not wobble or vibrate.
8. DO NOT use fly cutters or multiple-part hole cutters, because they can come apart or become unbalanced during use.
9. Make sure the spindle has come to a complete stop before touching the chuck or attempting to change the drill bit.
10. Always make sure the chuck is tight and the drill bit firmly tightened in the chuck before starting drill.

GUIDELINES FOR EXTENSION CORDS

Make sure your extension cord is the proper size. When using an extension cord, be sure to use one heavy enough to carry the current the tool will draw. An undersized cord will cause a drop in line voltage resulting in loss of power and overheating. The table at right shows the correct size to use according to cord length and nameplate ampere rating. If in doubt, use the next heavier gauge. The smaller the gauge number, the heavier the cord.

Be sure your extension cord is properly wired and in good condition. Always replace a damaged extension cord or have it repaired by a qualified electrician before using it. Protect your extension cord from sharp objects, excessive heat and damp or wet areas.

Use a separate electrical circuit for your power tools. This circuit must not be less than 14 gauge wire and should be protected with either a 15A time delay fuse or circuit breaker. Before connecting the power tool to the power source, make sure the switch is in the OFF position and the power source is the same as indicated on the nameplate. Running at lower voltage will damage the motor.

▲WARNING: Repair or replace damaged or worn extension cords immediately.

Select the appropriate extension cord gauge and length using the chart below.

When operating a power tool outdoors, use an outdoor extension cord marked "W-A" or "W". These cords are rated for outdoor use and reduce the risk of electric shock.

▲WARNING: Keep the extension cord clear of the working area. Position the cord so it will not get caught on the workpiece, tools, or any other obstructions while you are working with the power tool.

Minimum Gauge (AWG) Extension Cords (120 V use only)					
Ampere rating		Total length			
More than	Not more than	25' (7.5 m)	50' (15 m)	100' (30 m)	150' (45 m)
0	6	18	16	16	14
6	10	18	16	14	12
10	12	16	16	14	12
12	16	14	12	Not applicable	

IMPORTANT SAFETY INSTRUCTIONS

The warnings, precautions, and instructions discussed in this manual cannot cover all possible conditions and situations that may occur. The operator must understand that common sense and caution are factors which cannot be built into this product, but must be supplied by the operator.

DISPOSAL

At the end of the useful life of the OEMTOOLS™ Drill, dispose of the components according to all state, federal, and local regulations.

PURPOSE

The OEMTOOLS™ 3/8" Drill is built with a powerful 4.0 Amp motor to power through the toughest jobs. It is designed with an easy access forward/reverse lever for one-hand operation and an ergonomic, rubber mold-over grip for comfort. It is used for drilling holes, driving screws, loosening or tightening various materials together with fasteners and other applications.





3/8" DRILL

PRODUCT SPECIFICATIONS

Motor:	4 Amp, 120V, 60Hz
Variable Speed:	0-3,000 RPM (No-load)
Chuck:	3/8" Keyless
Max. Drilling Capacity:	1" (Wood) and 3/8" (Metal)
Trigger Lock:	Yes
Rocker Switch:	Forward/Reverse
Cord:	6 Ft.
Weight:	3.5 Lbs.

▲WARNING: Double insulated tools are equipped with a polarized plug (one blade is wider than the other). This plug will fit in a polarized plug only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install a polarized outlet. DO NOT change the plug in any way. Double insulation eliminates the need for the three wire grounded power cord and grounded power supply system.

OPERATING INSTRUCTIONS

▲WARNING: Be sure you read, understand and apply safety instructions before use.

1. Always inspect, maintain and operate in accordance with ANSI safety code for power tools and other local safety codes and regulations.
2. Use clamps or other practical ways to secure and support the workpiece to a stable platform.
3. DO NOT force the tool. Use the correct tool for the job.
4. Disconnect the plug from the power source before making any adjustments, changing accessories or storing the tool.
5. Check for misalignment or binding moving parts, breakage of parts, and any other condition that may affect the tool's operation. If damaged, have the tool serviced before using.
6. Use only accessories that are recommended by the manufacturer for your model.
7. Always make sure the work surface is free from nails and other foreign objects.
8. Never hold the workpiece in one hand and the tool in the other hand when in use. Never place hands near or below the cutting surface.
9. Never lay workpiece on hard surfaces like concrete, stone, etc.
10. Always check accessory bits, grinding stones, cut-off wheels, etc. for damage before each use.
11. To avoid shock or fire, replace power cord immediately if it is worn, cut or damaged in any way.
12. Avoid accidental starting. Be sure switch is OFF before plugging in.
13. Remove adjusting keys or wrenches before turning the tool ON.

▲WARNING: If any part is missing or damaged, DO NOT plug the Drill into the power source until the missing or damaged part is replaced.

▲WARNING: To avoid fire or toxic reaction, never use gasoline, naphtha, acetone, lacquer thinner, or similar highly volatile solvents to clean the tool.

ASSEMBLY AND OPERATION

FORWARD/REVERSE SWITCH

The forward/reverse switch (1) is conveniently mounted above the trigger switch (#2 in Fig. 1). To make the drill rotate clockwise for drilling, push the forward/reverse switch to the right. To make the drill rotate counterclockwise, push the forward/reverse switch to the left.

NOTES: Never change the position of the forward/reverse switch while the chuck is turning.

There is no dead center position for the forward/reverse switch.

The tool will run only when it is in either the full left or full right position.

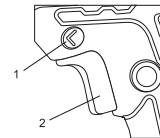


Fig. 1

VARIABLE SPEED TRIGGER SWITCH

This drill is equipped with a variable-speed ON/OFF trigger switch.

1. To start drill, gently squeeze the trigger switch (#2 in Fig. 2). **NOTE:** The drill will turn at its slowest speed when the trigger switch is depressed slightly. The drill will turn at its fastest speed when the trigger switch is fully depressed.

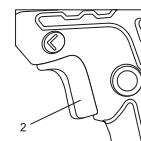


Fig. 2

2. To stop the drill, release the trigger switch.

NOTE: Drilling at a slow speed for an extended period of time may cause the drill motor to overheat. If drill gets hot, stop drilling and allow it to cool for at least 15 minutes.

INSTALLING DRILL BITS

▲WARNING: Never hold the chuck body with one hand and use the drill power to rotate the drill body to loosen or tighten bits. Serious injury may result.

This drill is equipped with a keyless chuck.

This chuck is designed to provide easy two-handed tightening and loosening of the chuck jaws.

1. To open the keyless drill chuck, grasp and hold the chuck collar (1) with one hand (Fig. 3). Rotate the chuck body (2) in a counterclockwise direction until the chuck jaws (3) open wide enough to accept the bit (4).



3/8" DRILL

2. Insert the bit into the chuck the full length of the jaws or until the spiral portion of the bit is near the chuck jaws. Raise the front of your drill slightly to prevent the bit from falling out of the chuck jaws.
3. Tighten the chuck jaws onto the bit by turning the chuck body in a clockwise direction.

NOTE: Make sure the bit is properly aligned in the jaws and NOT at an angle. An improperly aligned bit could be thrown from the chuck when the drill is started.

4. Finish tightening the chuck jaws by holding the chuck collar with one hand and firmly tightening the chuck body by rotating it in a clockwise direction.

NOTE: Hand tighten the chuck jaws. DO NOT use pliers.

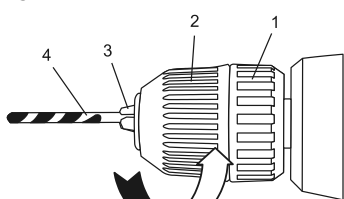


Fig. 3

⚠WARNING: DO NOT insert the drill bit into the chuck and tighten as shown in Fig. 4. The drill bit MUST be properly inserted with all three of the chuck jaws holding the bit centered in the chuck. Failure to properly insert the drill bit could cause the drill bit to be thrown from the chuck, and could result in serious injury or damage to the chuck.

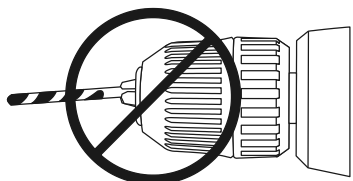


Fig. 4

REMOVING DRILL BITS

1. To open the keyless drill chuck, grasp and hold the chuck collar with one hand. Rotate the chuck body in a counterclockwise direction until the chuck jaws open wide enough to release the bit.
2. Remove the bit.

TRIGGER SWITCH LOCK

The trigger switch lock-on feature allows the trigger switch to be locked in the ON position at full speed when continuous operation for extended periods of time is required (Fig. 5).

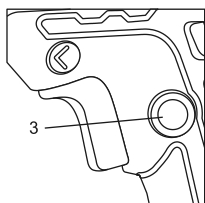


Fig. 5

To lock the trigger switch in the ON position, pull back on the trigger switch to start the drill. Continue to squeeze the trigger until the drill reaches its maximum speed. Push the trigger switch lock button (3) into the drill handle. Release the trigger switch while holding the trigger switch lock button into the drill handle. The drill will continue to run at full speed. To release the trigger switch lock button, pull the trigger switch back and then release the trigger.

DRILLING

When drilling into smooth, hard surfaces such as metal, use a center punch to mark the desired hole location. This will prevent the drill bit from slipping off center as the hole is started.

The workpiece to be drilled should be secured in a vice or with clamps to keep it from turning as the drill bit rotates (Fig. 6).

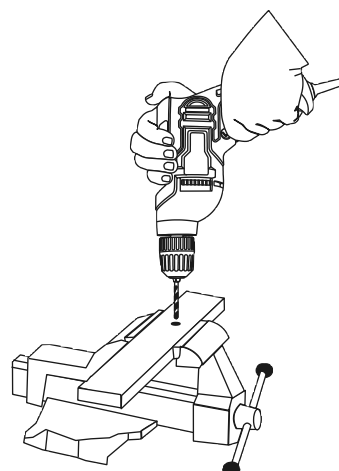


Fig. 6

1. Check the drill bit to make sure it is firmly locked into the drill chuck, and verify that the forward/reverse switch is in the forward position.
2. Hold the drill firmly with both hands whenever possible. Use one hand to grasp the handle and switch.

NOTE: Make sure the hand placed on the body of the drill does not cover the air vents. Covering these air vents will reduce motor cooling, and possibly lead to overheating the motor.

3. While holding the drill firmly, place the point of the drill bit at the point to be drilled.
4. Squeeze the switch trigger to start the drill.

NOTE: Always use a higher drill speed when drilling small holes. Use a slower drill speed when drilling large holes.

5. Move the drill bit into the workpiece applying only enough pressure to keep the bit cutting. DO NOT force the drill bit or apply sideways pressure to elongate the hole.

⚠WARNING: Be prepared for binding and bit breakthrough. When these situations occur, the drill bit has a tendency to grab the workpiece. This action will kick the drill opposite to the direction of the drill bit rotation, and could cause loss of control when breaking through material as you complete drilling the hole. If you are not prepared, this loss of control can result in serious injury.



3/8" DRILL

When drilling metals, use light oil on the drill bit to keep it from overheating. The oil will prolong the life of the drill bit and improve the cutting action. If the bit jams in the workpiece, or if the drill stalls, release the trigger switch immediately. Remove the bit from the workpiece and determine the reason for jamming.

REMOVING THE CHUCK

To remove the chuck:

1. Remove the drill plug from the power source.
2. Insert a 5/16"(8 mm) or larger hex key (1) into the chuck (2) and tighten the chuck jaws securely (Fig. 7). Make sure each of the chuck jaws (3) is seated on the flat surfaces of the hex key.

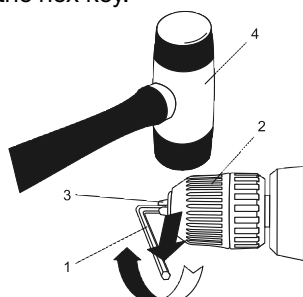


Fig. 7

3. Tap the hex key sharply with a mallet (4) in a clockwise direction. This action will loosen the screw in the chuck for easy removal.
4. Open chuck jaws and remove the hex key.
5. Open the chuck jaws as far as possible.
6. Remove the chuck screw using a #2 screwdriver (Fig. 8)

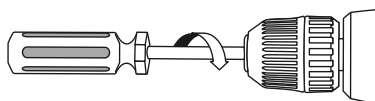


Fig. 8

NOTE: Turn the screw CLOCKWISE to remove it. This screw has a left-handed thread. Insert the hex key into the chuck and tighten jaws of chuck securely (Fig. 9). Tap the hex key sharply with a mallet in a COUNTERCLOCKWISE direction. This will loosen the chuck on the spindle. The chuck can now be unscrewed and removed from the spindle by hand.

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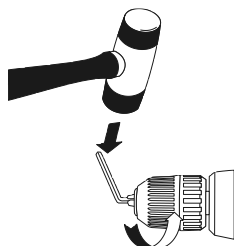


Fig. 9

RETIGHTENING A LOOSE CHUCK

After installing a chuck that has previously been removed, the chuck may become loose on the spindle and develop a wobble. Also, the chuck screw may become loose, causing the chuck jaws to bind and prevent them from closing. To tighten the chuck, follow these steps:

1. Insert the hex key into the chuck and tighten the chuck securely.
2. Tap the hex key sharply with a mallet in a CLOCKWISE direction (Fig. 10). This will tighten the chuck on the spindle.

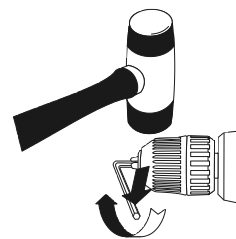


Fig. 10

3. Open the chuck jaws and remove the hex key.
4. Tighten the chuck screw using a #2 screwdriver.

NOTE: Turn the screw COUNTERCLOCKWISE to tighten it. This screw has a left-handed thread.

MAINTENANCE

⚠WARNING: When servicing, use only identical replacement parts. The use of any other part may create a hazard or cause product damage.

DO NOT use solvents when cleaning plastic parts. Plastics are susceptible to damage from various types of commercial solvents and may be damaged by their use. Use a clean cloth to remove dirt, dust, oil, grease, etc.

⚠WARNING: DO NOT allow brake fluids, gasoline, petroleum-based products, penetrating oils, etc. to come into contact with plastic parts. They contain chemicals that can damage, weaken or destroy plastic.

DO NOT abuse power tools. Abusive practices can damage the tool and the workpiece.

⚠WARNING: DO NOT attempt to modify tools or create accessories. Any such alteration or modification is misuse and could result in a hazardous condition leading to possible serious injury. It will also void the warranty.

LUBRICATION

All of the bearings in this tool are lubricated with a sufficient amount of high-grade lubricant for the life of the unit under normal conditions. Therefore, no further lubrication is required.

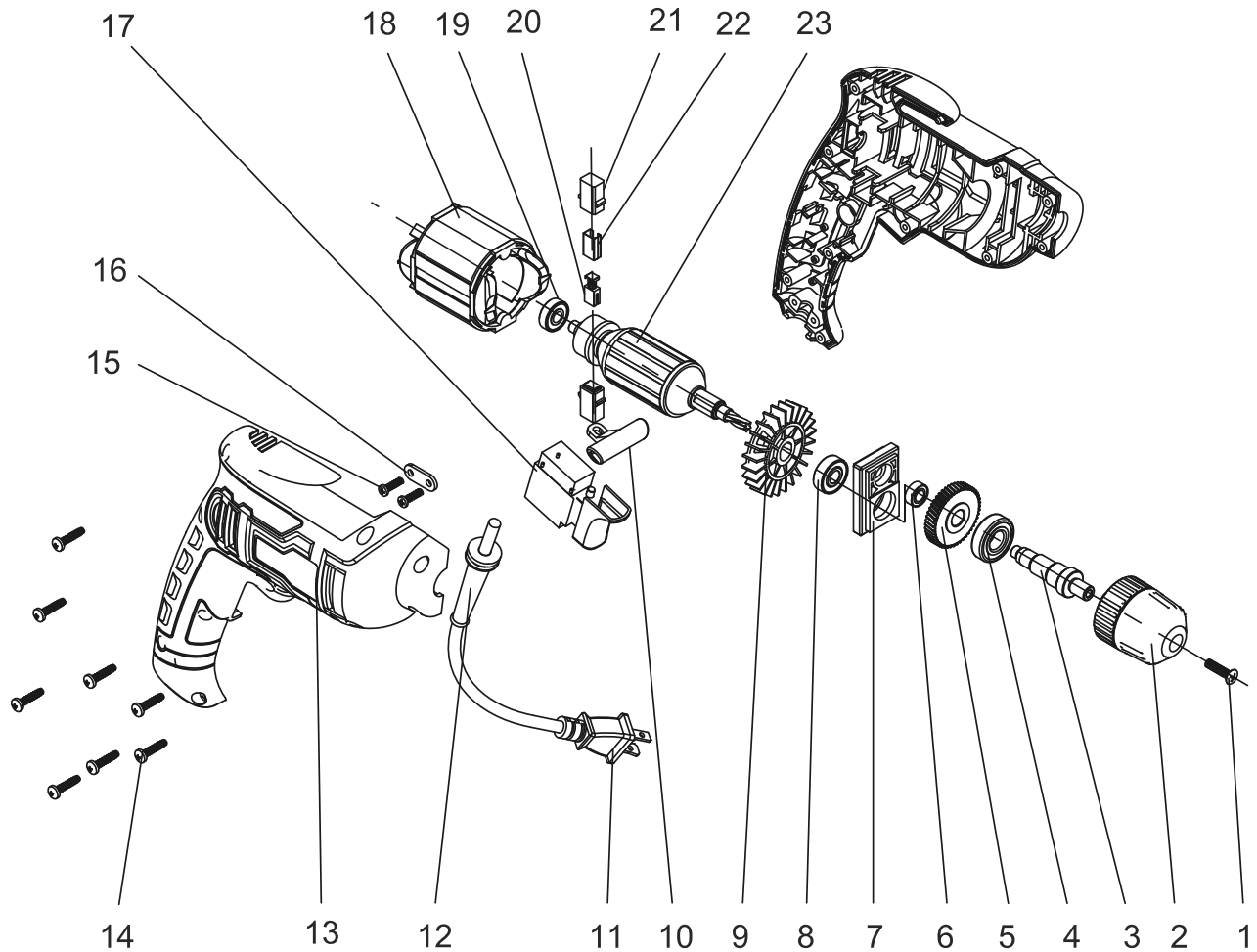
⚠WARNING: When servicing, use only original equipment replacement parts. The use of any other parts may create a safety hazard or cause damage to the drill.

Any attempt to repair or replace electrical parts on this drill may create a safety hazard unless repairs are performed by a qualified technician. For more information, call the Toll-free Helpline, at 1-866-458-2472.



3/8" DRILL

PARTS DIAGRAM



PARTS LIST



This symbol designates that this tool is listed with U.S. and Canadian requirements by ETL Testing Laboratories, Inc. and conforms to UL Std. 60745-1, 60745-2-1, 60745-2-2. Certified to CAN/CSA Std. C22.2 No. 60745-1, 60745-2-1, 60745-2-2.

NOTE: Not all components of the Drill are replacement items, but are illustrated as a convenient reference for location and position in the assembly sequence.

Item #	Description	Qty.
1	Chuck Screw	1
2	3/8 Chuck	1
3	Shaft	1
4	Bearing 6001-RS	1
5	Big Gear	1
6	Bearing 687-RS	1
7	Bearing Seat	1
8	Bearing 608-RS	1
9	Fan	1
10	Forward/Reverse Switch	1
11	Cord Set	1
12	Cord Guard	1

Item #	Description	Qty.
13	Housing	1
14	Screw	8
15	Screw	2
16	Strain Relief	1
17	Switch	1
18	Stator	1
19	Bearing 607RS	1
20	Carbon Brush	2
21	Brush Holder	2
22	Copper Crush Holder	2
23	Rotor	1

**3/8" DRILL****OEMTOOLS™ ONE YEAR WARRANTY**

For up to one year from the date of purchase of this OEMTOOLS™ product, if you find any defect in material or workmanship (through normal usage), return it to the place of purchase or to OEMTOOLS™ for repair or replacement at our discretion. In order to obtain this service, send the product and proof of purchase (transportation pre-paid) to:

OEMTOOLS™ Q.A. Dept, 3580 E. Raines Road #3, Memphis, TN 38118.

We will not be responsible for lost or damaged goods during transportation; please insure your package. If our inspection verifies the defect, we will either repair or replace the product, or we may elect to refund the purchase price if we cannot readily and quickly provide you with a replacement. We will return repaired products at our expense, but if we determine there is no defect, or that the defect resulted from causes not within the scope of our warranty, then you must bear the cost of returning the product.

OEMTOOLS™ does not provide warranty for products labeled other than OEM® or OEMTOOLS™. OEMTOOLS™ will not provide any warranty for products subjected to abnormal use. Abnormal use includes (but is not limited to) abuse, accident, alteration, neglect, and unauthorized or unreasonable use or repairs. This warranty does not cover bits, blades, files, batteries, or calibration. We recommend that you maintain your tools and sharpen or replace blades, bits, files, and batteries as necessary. OEMTOOLS™ reserves the right to make any changes in construction or design at any time without any obligation in incorporating such changes to tools or equipment previously sold. OEMTOOLS™ makes every effort to ensure that its products meet high quality and durability standards, and warrants to the original purchaser that this product is free from defects in materials and workmanship for the period of one year from the date of purchase. This warranty does not apply to damage due directly or indirectly to misuse, abuse, negligence or accidents, repairs, or alterations outside our facilities, criminal activity, improper installation, normal wear and tear, or to lack of maintenance.

We shall in no event be liable for death, injuries to persons or property, or for incidental, contingent, special or consequential damages arising from the use of our product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation of exclusion may not apply to you. THIS WARRANTY IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS. This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

Don't forget to register your new OEMTOOLS™ product at www.oem-tools.com.

CONTACT US

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