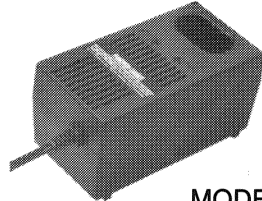


# Instruction manual

## Cordless Driver/Drill And Charger



MODEL 850 DRIVER/DRILL  
MODEL 8500 BATTERY PACK



MODEL 8501 CHARGER

### IMPORTANT

Please make certain that the person who is to use this equipment carefully reads and understands these instructions before starting operations.

The Model and Serial No. plate is located on the main housing of the tool. Record these numbers in the spaces below and retain for future reference.

Model No. \_\_\_\_\_

Type \_\_\_\_\_

Serial No. \_\_\_\_\_

Part No. 698961-984

**PORTER-CABLE**  
PROFESSIONAL POWER TOOLS

# IMPORTANT SAFETY INSTRUCTIONS

**WARNING:** When using electric tools, basic safety precautions should always be followed to reduce the risk of fire, electric shock and personal injury, including the following:

READ AND FOLLOW ALL INSTRUCTIONS.

There are certain applications for which this tool was designed. Porter-Cable strongly recommends that this tool NOT be modified and/or used for any application other than for which it was designed. If you have any questions relative to its application DO NOT use the tool until you have written Porter-Cable and we have advised you.

Manager of Product Engineering  
Porter-Cable Corporation  
4825 Highway 45 North  
P.O. Box 2468  
Jackson, TN 38302-2468

1. **KEEP WORK AREA CLEAN.** Cluttered areas and benches invite injuries.
2. **AVOID DANGEROUS ENVIRONMENT.** Don't expose power tools to rain. Don't use power tools in damp or wet locations. Keep area well lit. Avoid chemical or corrosive environment. Do not use tool in presence of flammable liquids or gases.
3. **KEEP CHILDREN AWAY.** Do not let visitors contact tool or extension cord. All visitors should be kept away from work area.
4. **STORE IDLE TOOLS.** When not in use, tools should be stored in dry, and high or locked-up place — out of the reach of children.
5. **DON'T FORCE TOOL.** It will do the job better and safer at the rate for which it was intended.
6. **USE RIGHT TOOL.** Don't force small tool or attachment to do the job of a heavy duty tool. Don't use tool for purpose not intended — for example — do not use a circular saw for cutting tree limbs or logs.
7. **DRESS PROPERLY.** Do not wear loose clothing or jewelry. Loose clothing, draw strings and jewelry can be caught in moving parts. Rubber gloves and non-skid footwear are recommended when working. Wear protective hair covering to contain long hair.
8. **USE SAFETY GLASSES.** Wear safety glasses or goggles while operating power tools. Also face or dust mask if operation creates dust. All persons in the area where power tools are being operated should also wear safety glasses and face or dust mask.
9. **SECURE WORK.** Use clamps or a vise to hold work. It's safer than using your hand and it frees both hands to operate tool.
10. **DON'T OVERREACH.** Keep proper footing and balance at all times.
11. **MAINTAIN TOOLS WITH CARE.** Keep tools sharp and clean for better and safer performance. Follow instructions for lubricating and

changing accessories. Inspect tool cords periodically and if damaged, have repaired by authorized service facility. Inspect extension cords periodically and replace if damaged. Have all worn, broken or lost parts replaced immediately. Keep handles dry, clean and free from oil and grease.

**12. REMOVE ADJUSTING KEYS AND WRENCHES.** Form habit of checking to see that keys and adjusting wrenches are removed from the tool before turning it on.

**13. AVOID UNINTENTIONAL STARTING.** Don't carry tool with finger on switch. Be sure selector switch is OFF when installing battery pack, changing bits or accessories, and when tool is not in use. When the battery pack is installed, this tool is always in operating condition because it does not have to be plugged into an electrical outlet. When storing or carrying the tool, set the switch selector lever to the center OFF position to prevent the motor from starting accidentally.

**14. STAY ALERT.** Watch what you are doing. Use common sense. Do not operate tool when you are tired or while under the influence of medication, alcohol or drugs.

**15. CHECK DAMAGED PARTS.** Before further use of the tool, a guard or other part that is damaged should be carefully checked to determine that it will operate properly and perform its intended function. Check for alignment of moving parts, binding of moving parts, breakage of parts, mounting, and any other conditions that may affect its operation. A guard or other part that is damaged should be properly repaired or replaced by an authorized service center unless otherwise indicated elsewhere in this instruction manual. Have defective switches replaced by authorized service center. Do not use tool if switch does not turn it on and off.

SAVE THESE INSTRUCTIONS

## **SAFETY INSTRUCTIONS FOR CHARGER**

**1. SAVE THESE INSTRUCTIONS.** This manual contains important safety and operating instructions for Porter-Cable Model 8501 battery charger.

**2. BEFORE USING BATTERY CHARGER,** read all instructions and cautionary markings on (1) battery charger, (2) battery pack, and (3) product using battery.

**3. CAUTION.** To reduce risk of injury Porter-Cable charger Model 8501 should only be used to charge Porter-Cable battery pack Model 8500. Other types of batteries may burst causing personal injury and damage. Do not charge Porter-Cable Model 8500 battery pack with any other charger.

**4. DO NOT EXPOSE CHARGER** to rain, snow or frost.

**5. DO NOT ABUSE CORD.** Never carry charger by cord or yank it to disconnect from receptacle. Pull by plug rather than cord when disconnecting charger. Have damaged or worn power cord and strain reliever replaced immediately.

**6. MAKE SURE CORD** is located so that it will not be stepped on, tripped over, or otherwise subjected to damage or stress.

**7. DO NOT USE AN EXTENSION CORD** unless absolutely necessary. Use of improper extension cord could result in a risk of fire and electric shock. If an extension cord must be used, make sure:

- A. That the pins on plug of extension cord are the same number, size and shape as those of plug on charger.
- B. That the extension cord is properly wired and in good electrical condition.
- C. Wire Size of cord is at least as specified in following chart:

LENGTH OF CORD IN FEET				
	25	50	100	150
AWG SIZE OF CORD	18	18	18	16

- D. If an extension cord is to be used outdoors it must be marked with the suffix W-A following the cord type designation. For example — SJTW-A to indicate it is acceptable for outdoor use.

**8. DO NOT OPERATE** charger with damaged cord or plug — have them replaced immediately.

**9. DO NOT OPERATE** charger if it has received a sharp blow, been dropped, or otherwise damaged in any way: take it to a qualified serviceman.

**10. DO NOT DISASSEMBLE CHARGER OR BATTERY PACK.** Take it to a qualified serviceman when service or repair is required. Incorrect reassembly may result in a risk of electric shock or fire.

**11. UNPLUG CHARGER** from outlet before attempting any maintenance or cleaning — to reduce risk of electric shock.

**12. CHARGE THE BATTERY PACK** in a well ventilated place, do not cover the charger and battery pack with a cloth, etc., while charging.

**13. DO NOT STORE** the charger or battery pack in locations where the temperature may reach or exceed 122°F (such as a metal tool shed, or a car in the summer), which can lead to deterioration of the storage battery.

**14. DO NOT CHARGE BATTERY PACK** when the temperature is BELOW 50°F or ABOVE 104°F. This is very important for proper operation.

**15. DO NOT INCINERATE BATTERY PACK.** It can explode in a fire.

**16. DO NOT CHARGE BATTERY** in damp or wet locations.

**17. DO NOT ATTEMPT** to charge any other cordless tool or battery pack with Porter-Cable Model 8501 charger.

## ADDITIONAL SAFETY RULES FOR DRIVER/DRILL

1. **BE AWARE** that this tool is always in an operating condition, because it does not have to be plugged into an electrical outlet. Always set the trigger switch to the locked position when installing or removing the battery pack or drill bits.
2. **ALWAYS** hold drill by the handle **ONLY** to prevent accidental electrical shock resulting from cutting a live wire when drilling into a wall or other blind areas.
3. **DO NOT** use bits larger than those recommended. Large bits *may overload the drill and damage the motor and gears.*
4. **USE ONLY** the proper chuck key to tighten or loosen the chuck. Do not use chuck if jaws or other parts are cracked or worn.
5. **VERIFY** the drill's rotation before starting the drill so it is correct for the operation being performed.
6. **NEVER** change direction of rotation of reversing model until motor has completely stopped.
7. **NEVER** hold work in your hand, lap, or against other parts of your body when drilling.
8. **DO NOT** use drill as a router or try to elongate or enlarge holes by twisting the drill. Drill bits may break and cause injury.
9. **KEEP HANDS AWAY FROM ROTATING PARTS.**

## REPLACEMENT PARTS

When servicing use only identical replacement parts.

# OPERATING INSTRUCTIONS

## FOREWORD

Your Porter-Cable Cordless Driver/Drill is designed to drill holes and drive fasteners in various materials.

## CHARGING THE BATTERY PACK

Before using your Cordless Driver/Drill for the first time, the battery pack should be fully charged. If the battery pack is installed in the driver/drill, remove it by following instructions under **INSTALLING OR REMOVING BATTERY PACK**.

The battery charger may rest on the four pads provided on the bottom of the case or be mounted on a wall by utilizing the two key hole slots provided.

**CAUTION:** Vent slots in top and bottom of charger must not be obstructed. Do not charge battery when temperature is **BELOW 50°F** or **ABOVE 104°F**.

Insert battery pack into charger aligning the tongue on the battery pack with groove in charger. See Fig. 1. DO NOT USE FORCE when inserting battery pack. If battery pack does not slide in easily, it is being inserted incorrectly.

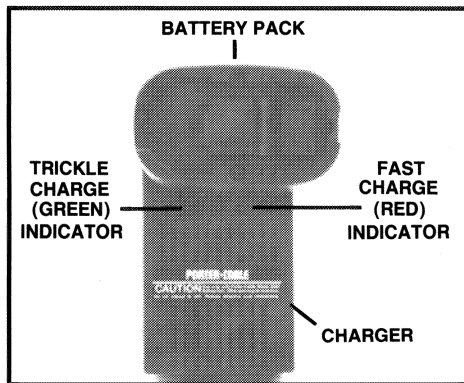


Fig. 1

Make sure power circuit voltage is the same as that shown on the specification plate on the charger and connect charger to power source.

The "FAST CHARGE" indicator light (RED) should light indicating the battery pack is being charged. After approximately one hour, the "FAST CHARGE" indicator light will go out and the "TRICKLE CHARGE" light (GREEN) will light indicating the battery pack is fully charged. The battery pack should be left on "TRICKLE CHARGE" until you are ready to use it.

- NOTES:**
1. The battery pack is protected against charging when internal temperature is above 113°F. If temperature is too high, the TRICKLE CHARGE light (GREEN) will light when the battery pack is inserted into charger. The battery pack **MUST** be removed from the charger and allowed to cool before reinserting.
  2. If neither charge indicator light lights, unplug charger and remove battery pack. Clean all contacts on battery pack and charger with alcohol and reinsert battery pack being sure it is completely seated in charger. Plug in charger. If an indicator light still does not light it is an indication of malfunction. The unit should be returned to an authorized service center for checking.
  3. For optimum performance and battery life: the battery pack should be fully charged before using and completely discharged before charging. Repeated, partial charges and partial recharging cycles may cause a loss of battery capacity. This condition may be improved by repeatedly completely discharging the battery pack and then applying a full charge.
  4. Depending on room temperature, line voltage, and existing charge level; initial battery charging may take longer than one hour.

After charging has been completed, remove battery pack from charger and insert into tool by following instructions under INSTALLING OR REMOVING BATTERY PACK. Unplug charger from power source when not in use.

## INSTALLING OR REMOVING BATTERY PACK

Be sure trigger switch is in the locked position, see instructions under "SWITCH OPERATION." To remove battery pack, lift up latch, swing out of the way and withdraw battery pack, see Fig. 2. To install battery pack, insert it into Driver/Drill until fully seated and snap latch back into place. Be sure the latch is firmly locked before operating the tool.

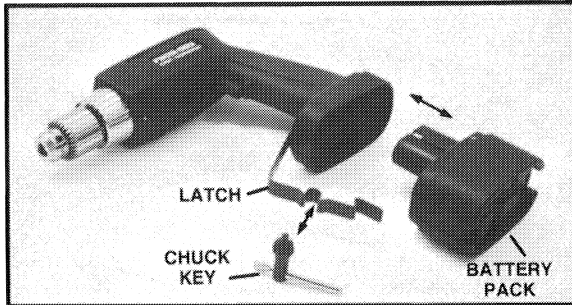


Fig. 2

## SWITCH OPERATION

Squeeze trigger switch to start motor. Release trigger to stop motor. As the trigger is squeezed the motor speed increases.

**NOTE:** A low volume, high pitched tone may be heard while the switch is in the variable speed mode. This is normal.

To reverse rotation, use reversing lever above trigger switch, see Fig. 3. When changing rotational direction be sure the trigger switch is OFF. The reversing lever will also lock the trigger switch in the OFF position to prevent accidental starts and battery discharge. To activate lock, move reversing lever to center position.

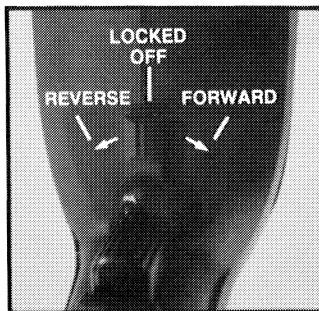


Fig. 3

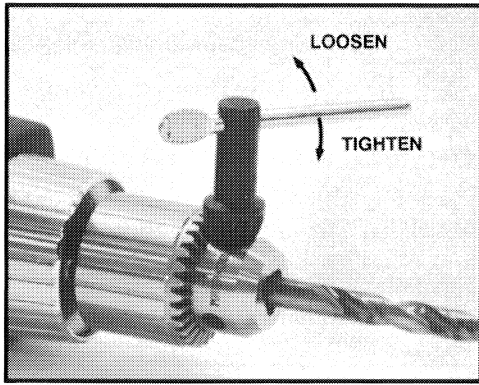


Fig. 4

## INSTALLING AND REMOVING DRILL AND SCREWDRIVER BITS

1. **CAUTION:** Always set reversing lever to center (locked) position when installing and removing bits.
2. The three-jaw chuck is designed for self-centering of the bit. Open jaws large enough by turning outer sleeve counterclockwise, when viewing the chuck from the bit end, so that bit shank can be inserted easily.
3. Clean and insert smooth end of bit as far as it will go into the chuck, or up to the flutes for small bits.
4. While holding the bit with one hand, turn outer sleeve clockwise until the bit is gripped in the chuck.
5. Tighten chuck — insert chuck key into each of 3 keyholes in chuck body (Fig. 4) in succession and tighten securely by turning key clockwise.

**CAUTION:** Be sure chuck key is removed and replaced in clip in bottom of tool before starting tool.

6. To remove bit, reverse foregoing procedure.

## ADJUSTING TORQUE COLLAR

The amount of output torque may be adjusted by rotating the front collar so that the indicating line is in alignment with desired torque setting. The following is an example for the use of the various settings:



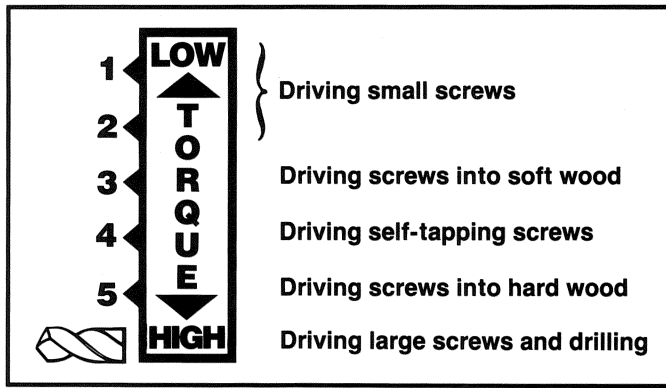
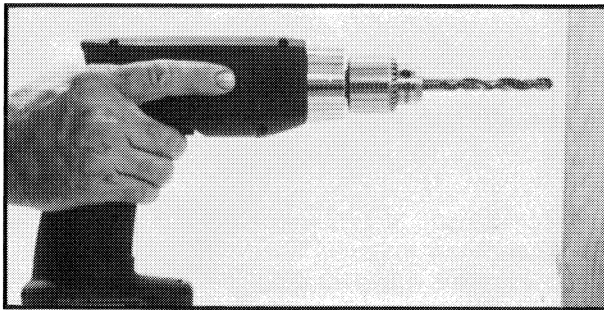


Fig. 5

## HOW TO HOLD THE DRIVER/DRILL

**WARNING:** The front end of driver/drill may be made live if the tool drills into live wiring in the wall. **TO PREVENT ACCIDENTAL ELECTRICAL SHOCK, DRIVER/DRILL MUST BE HELD AS SHOWN IN FIG. 6.**



IT'S A  
DRILL

Fig. 6

## GENERAL DRILLING

1. Set Torque Adjusting Collar for drilling operation.
2. Be sure drill bit is securely gripped in chuck.
3. Set REVERSING LEVER for clockwise rotation.
4. **CAUTION:** Make sure work is held securely in vise or clamped in place prior to starting drilling operation. Loose work may spin and cause bodily injury.
5. Locate exact center for hole to be drilled and using a center punch, make a small dent in work.
6. Place tip of drill bit in dent made by center punch, hold drill square with work, and start the motor.

7. **CAUTION:** Applying too much pressure may cause the bit to over heat or break resulting in bodily injury or damaged drill bits.

Apply steady, even pressure to keep drill bit cutting. Too little pressure will keep the bit from cutting and dull the cutting edges due to excessive friction created by sliding over the surface.

**CAUTION:** Always be alert and brace yourself against the twisting action of the drill.

8. If drill stalls or becomes jammed in the hole, release trigger immediately, removing drill bit from work and determine cause of stalling or jamming. **DO NOT SQUEEZE TRIGGER ON AND OFF IN AN ATTEMPT TO FREE A STALLED OR JAMMED DRILL — THIS WILL DAMAGE THE MOTOR.** The direction of rotation may be reversed to help free a jammed bit. Be sure direction of rotation is RESET before attempting to continue drilling.

9. Reduce the pressure on the drill just before the bit cuts through the work to avoid splintering wood or stalling in metal.

10. When bit has completely penetrated work and is spinning freely, withdraw it from the work while the motor is still running, then turn off drill.

## **DRILLING WOOD**

In addition to the instructions listed under GENERAL DRILLING, the following also apply:

1. When using twist drills in wood, they should be withdrawn from the hole frequently to clear chips built up in flutes to avoid overheating and burning work.

2. If a backing block is used to keep back of work from splintering, it should be clamped securely in place. If a backing block is not used with spade bits or hole saws, ease up pressure as soon as bit point breaks through work, and complete the hole from the opposite side.

## **DRILLING METAL**

In addition to the instructions listed under GENERAL DRILLING, the following also apply:

1. Use only good quality sharp high speed steel twist bits when drilling metal.

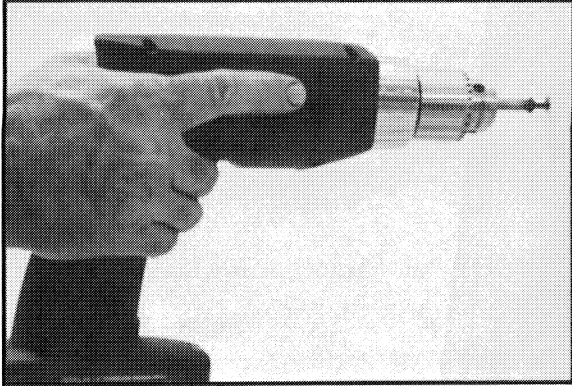
2. Start drilling with slow speed and gradually increase speed as drill cuts. The harder the material, the slower the speed required. The softer the material, the faster the speed.

3. When drilling a large hole, it is easier to first drill a smaller hole and then enlarge it to the required size.

4. The use of a lubricant, such as oil, on the drill point helps keep the bit cool, increases drilling action and prolongs drill bit life.

## DRIVING WOOD SCREWS

1. Drill pilot and shank clearance holes. See following chart.
2. Install proper Bit that fits screw to Screwdriver.
3. Set Torque Adjusting Collar for desired torque.
4. Set Screwdriver for correct rotation.
5. Start screw straight in hole with fingers.

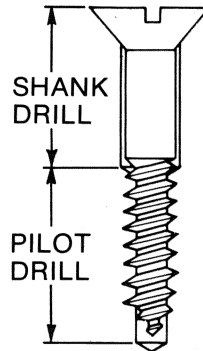


IT'S A  
SCREWDRIVER

Fig. 7

6. Place Bit on screw, start screwdriver and exert pressure to drive screw.
7. As soon as screw has seated, lift Screwdriver from screw.

SUGGESTED HOLE SIZES FOR WOOD SCREWS			
Screw Size	Shank Drill Clearance Dia.	Pilot Drill Dia.	
		Soft Wood	Hard Wood
#6	9/64 (.140)	1/16 (.062)	7/64 (.109)
#8	11/64 (.172)	5/64 (.078)	1/8 (.125)
#10	3/16 (.187)	3/32 (.094)	9/64 (.140)
#12	7/32 (.218)	7/64 (.109)	5/32 (.156)



1. A lubricant, such as soap or wax, may be used on screw threads for ease of driving. This is particularly important in hard wood.
2. Combination pilot drill, shank drill and countersink bits are available from local supply houses for drilling holes in one easy operation.

## DRIVING SELF-TAPPING SCREWS

1. Drill pilot hole of correct size as recommended by screw manufacturer for fastener being used.

2. Install proper Bit that fits screw to Screwdriver.
3. Set Torque Adjusting Collar for desired torque.
4. Set Screwdriver for correct rotation.
5. Position Bit in head of screw.
6. Place end of screw into pre-drilled hole, remove fingers, start Screwdriver and drive screw.
7. As soon as screw has seated, lift Screwdriver from screw.

### **DRIVING MACHINE SCREWS**

1. Drill and tap correct hole size for fastener to be used.
2. Start screw in hole with fingers and drive as outlined under Driving Wood Screws.

### **TO REMOVE SCREWS**

1. Set Torque Adjusting Collar for maximum torque.
2. Install proper Bit that fits screw to Screwdriver.
3. Set Screwdriver for reverse rotation.
4. Place Bit in screw and Start Drill to remove screw.

## **MAINTENANCE**

### **KEEP TOOL CLEAN**

All plastic parts should be cleaned with soft damp cloth. NEVER use solvents to clean plastic parts. They could very possibly dissolve or otherwise damage the material.

### **FAILURE TO START**

Should your tool fail to start, make sure battery pack is charged and properly installed in Drill.

### **BATTERY**

Repeated partial discharges and partial recharging cycles may cause a loss of battery capacity. This condition may be improved by repeatedly completely discharging the battery pack and then applying a full charge.

The battery pack will discharge by itself without damage if stored for long periods of time, and may require recharging before use.

### **LUBRICATION**

For your continued safety and electrical protection, lubrication and service on this tool should ONLY be performed by an AUTHORIZED PORTER-CABLE SERVICE STATION or a PORTER-CABLE SERVICE CENTER.

At approximately 100 hours of use, take or send your tool to your nearest Authorized Porter-Cable Service Station to be thoroughly cleaned and inspected; worn parts replaced, when necessary; relubricated with fresh lubricant, and performance tested.

## **SERVICE AND REPAIRS**

All quality tools will eventually require servicing or replacement of parts due to wear from normal use. These operations should **ONLY** be performed by either an **AUTHORIZED PORTER-CABLE SERVICE STATION** or a **PORTER-CABLE SERVICE CENTER**. All repairs made by these agencies are fully guaranteed against defective material and workmanship. We can not guarantee repairs made or attempted by anyone other than these agencies.

Should you have any questions about your tool, feel free to write us at any time. In any communications, please give all information shown on the nameplate of your tool (model number, type, serial number, etc.).

## **ACCESSORIES**

The testing of this tool has been accomplished with the following accessories. For safest operation, it is recommended that only these accessories be used with this product.

**WARNING:** Since accessories other than those listed have not been tested with this product, use of such accessories could be hazardous.

Spare Battery Pack - 8500





115 Volt Charger - 8501

Holster - 8503

Carrying Case - 698939

Combination Bit - 698950

Select Accessories which are within the capacity of your Driver/Drill.

<p><b>Bits and Finders for Slotted Head Screws</b></p>  <p><b>Power Bits</b> All 1-15/16 Long 1/4" Hex Drive</p>	<p><b>Bits for Phillips Screws</b></p>  <p><b>Power Bits</b> 1/4" Hex Drive</p>	<p><b>Bit Holders</b></p>  <p>1/4" Hex For use with Insert Bits</p>	<p><b>Insert Bits</b></p>  <p><b>Slotted</b> All 1" Long 1/4" Hex Drive <b>Phillips</b></p>
<p><b>Screw Size</b>    <b>Bit #</b>    <b>Screw Size Bit &amp; Finder #</b>    <b>Length</b></p> <p>6F-8R    44422    6F-8R    44825    3-3/4"</p> <p>8F-10R    44424    8F-10R    44826    3-3/4"</p> <p>10F-12R    44426    10F-12R    44827    3-3/4"</p> <p>12F-14R    44428    12F-14R    44828    3-7/8"</p>	<p><b>Point Size</b>    <b>1-15/16 Long</b>    <b>3-1/2 Long</b></p> <p>1    44808    44811</p> <p>2    44809    44812</p> <p>3    44810    44813</p> <p>OR</p>	<p><b>Number</b>    <b>Type</b>    <b>Length</b></p> <p>44814    Std    2-1/8</p> <p>OR 44815    Mag    3</p>	<p><b>Screw Size</b>    <b>Number</b>    <b>Pt. Size</b>    <b>Number</b></p> <p>6F-8R    44820    #1    44816</p> <p>8F-10R    44821    #2    44817</p> <p>10F-12R    44822    #3    44818</p> <p>12F-14R    44823</p>

**PORTER-CABLE LIMITED  
ONE YEAR WARRANTY**

Porter-Cable warrants its Professional Power Tools for a period of one year from the date of original purchase. We will repair or replace at our option, any part or parts of the product and accessories covered under this warranty which examination proves to be defective in workmanship or material during the warranty period. For repair or replacement return the complete tool or accessory, transportation prepaid, to your nearest Porter-Cable Service Center or Authorized Service Station as listed under "TOOLS-ELECTRIC" in the Yellow Pages of your telephone directory. Proof of purchase may be required. This warranty does not apply to repair or replacement required due to misuse, abuse, normal wear and tear or repairs attempted or made by other than our Service Centers or Authorized Service Stations.

To obtain information on warranty performance please write to: PORTER-CABLE CORPORATION, 4825 Highway 45 North, P.O. Box 2468, Jackson, Tennessee 38302-2468; Attention: Product Service. The foregoing obligation is Porter-Cable's sole liability under this or any implied warranty and under no circumstances shall Porter-Cable be liable for any incidental or consequential damages. Some states do not allow limitations on how long an implied warranty lasts on the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

This warranty gives you specific legal rights and you may also have other legal rights which vary from state to state.

## PORTER-CABLE SERVICE CENTERS

Parts and Repair Service for Porter-Cable Power Tools are Available at These Locations

### ALABAMA

Birmingham 35209  
131 West Oxmoor Road  
Suite 105  
Phone: (205) 942-6325  
Fax: (205) 945-9615

### CALIFORNIA

City of Industry 91745 (Los Angeles)  
1305 John Reed Court  
Phone: (818) 333-3566  
Fax: (818) 330-5900

San Leandro 94577 (Oakland)  
3039 Teagarden Street  
Phone: (415) 357-9762  
Fax: (415) 357-7939

### COLORADO

Denver 80204  
2561 West 8th Avenue  
Phone: (303) 892-6113  
Fax: (303) 595-0358

### CONNECTICUT

Manchester 06040 (Hartford)  
57 Tolland Turnpike  
Phone: (203) 646-1078  
Fax: (303) 595-0358

### FLORIDA

Hialeah 33014 (Miami)  
16373-75 NW 57th Ave.  
Phone: (305) 624-2523  
Fax: (305) 628-2654

Tampa 33609  
4538 W. Kennedy Boulevard  
Phone: (813) 877-9585  
Fax: (813) 289-7948

### ORLANDO

32803  
1807½ Winter Park Road  
Phone: (407) 644-8100  
Fax: (407) 740-5956

### GEORGIA

Forest Park 30050 (Atlanta)  
4017 Jonesboro Road  
Phone: (404) 363-8000  
Fax: (404) 363-3129

### ILLINOIS

Addison 60101 (Chicago)  
311 Laura Drive  
Phone: (312) 628-6100  
Fax: (312) 628-0023

### LOUISIANA

Kenner 70062 (New Orleans)  
2440-O Veterans Memorial Blvd.  
Phone: (504) 469-7363  
Fax: (504) 469-0384

### MARYLAND

Baltimore 21205  
4714 Erdman Avenue  
Phone: (301) 483-3100  
Fax: (301) 325-6934

### HYATTSVILLE

20781  
4811 Kenilworth Avenue  
Phone: (301) 779-8080  
Fax: (301) 209-8421

### MASSACHUSETTS

Allston 02134 (Boston)  
414 Cambridge Street  
Phone: (617) 782-1700  
Fax: (617) 789-4232

### MICHIGAN

Grand Rapids 49508  
Broadmoor Business Center  
3755 G Broadmoor S.E.  
Phone: (616) 949-9040  
Fax: (616) 949-3164

Southfield 48075 (Detroit)  
18650 W. Eight Mile Road  
Phone: (313) 569-4333  
Fax: (313) 569-4337

### MINNESOTA

Minneapolis 55429  
4315 68th Avenue North  
Phone: (612) 561-9080  
Fax: (612) 561-0653

### MISSOURI

North Kansas City 64116  
1141 Swift Avenue  
P.O. Box 12393  
Phone: (816) 221-2070  
Fax: (816) 221-2897

### ST. LOUIS

63119  
7574 Watson Road  
Phone: (314) 968-8950  
Fax: (314) 968-2790

### NEW JERSEY

Union 07083  
945 Ball Avenue  
Phone: (201) 964-1730  
Fax: (201) 688-6679

### NEW YORK

Flushing 11365-1595 (NYC)  
175-25 Horace Harding Expwy.  
Phone: (718) 225-2040  
Fax: (718) 423-9619

### NORTH CAROLINA

Charlotte 28209  
4303-B South Boulevard  
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Fax: (614) 263-1238

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Sweet Valley Business Park  
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Fax: (214) 350-3943

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Fax: (713) 682-4867

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