Business name, address, phone

REPAIR JOB SHEET

Job no. _____

Date in _____

Promised by _____

CUSTOMER

Name	Phone
Email	Contact me by: □ Call □ Text □ WhatsApp □ Email

DEVICE

Type (phone, laptop, console…)	Make and model
Serial number / IMEI	Passcode needed for testing: □ Given separately □ Not needed
Left with the device: □ Charger □ Cable □ Case □ SIM card □ Memory card □ Box □ Other: _____	
Condition at drop-off: □ Scratches □ Dents □ Cracked screen □ Signs of liquid □ Does not power on □ Good Notes:	

FAULT REPORTED BY THE CUSTOMER

ESTIMATE AND APPROVAL

Diagnostic fee	Estimated repair cost	Deposit paid
Call me before any work above: _____ □ I have backed up my data, or I accept that it may be lost during repair.		

TERMS (SAMPLE: EDIT TO SUIT YOUR BUSINESS AND LOCAL LAW)

1. The estimate is not final until the device has been inspected. We contact you before any work above the amount you set.
2. We are not responsible for data on the device. Please back it up before drop-off.
3. Repair warranty: ____ days on the parts and labour listed below, for the same fault.
4. Please collect your device within ____ days of our "ready" message. After that, storage charges or other steps permitted by local law may apply.

Customer signature (drop-off) _____

Received by (staff) _____

WORK DONE AND PICKUP

Labour / parts	Qty	Amount
	Total	
Paid: □ Cash □ Card □ Bank transfer Balance due: _____ Collected on: _____ Customer signature: _____		

- - - - - - - - - - - - - - - - - - cut here and give to the customer - - - - - - - - - - - - - - - - -

Keep this slip to collect your device. Business: _____ Phone: _____	Job no. _____ Date in _____

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