



SERVICE REPAIR SHEET

CUSTOMER INFORMATION

Customer Name: _____
Phone / Email: _____
Service Address: _____

MACHINE INFORMATION

Equipment / Machine Description: _____
Make / Model: _____
Serial Number: _____
Machine Hours: _____

SERVICE DETAILS

Service Date: _____
Technician Name: _____
Labor Hours: _____

CUSTOMER COMPLAINT / SERVICE REQUEST

DIAGNOSIS / FINDINGS

REPAIRS PERFORMED

NOTES / RECOMMENDATIONS

PARTS LIST

Qty	Part Number	Part Description	Unit Cost	Total

LABOR SUMMARY

Total Labor Hours: _____
Labor Rate: _____
Labor Total: _____

TECHNICIAN SIGN-OFF

Technician Signature: _____ Date: _____