MACHINE REPAIR REQUEST FORM

Open in Acrobat to fill and submit this form.

***\**For Machine Workshop Only**

**EXAMINATION INFORMATION**

DATE EXAMINED:

**PICTURE TAKEN** YES NO

**PARTS TO BE ORDER** YES NO

ESTIMATED TIME TO FIX ESTIMATED PRICE FOR REPAIR

**EXAMINE AND REPORT (CHECK ONE)**

CUSTOMER DAMAGE SHIPPING DAMAGE FACTORY DAMAGE

**\*For Customer Only**

**DATE:**

COMPANY NAME:

ADDRESS:

CONTACT PERSON: TEL#

MODEL# SERIAL#

MACHINE DETAILS:

*\* Please attach images to this form when you send it.*

**REPAIR INFORMATION**

DATE OF REPAIR

TIME FOR REPAIR

REPAIR BY WHOM

TOTAL CHARGE FOR REPAIR:

PARTS USED

EXPLANATION OF REPAIRS

COMMENTS