Laptop repair job sheet

One device · one repair record · intake to return

BLANK TEMPLATE

Write or type your job details

01 Intake and accessories

JOB NUMBER

RECEIVED ON

CUSTOMER / COUNTER

DEVICE

REPORTED ISSUE

VISIBLE CONDITION

ACCESSORIES RECEIVED

DATA HANDLING

02 Diagnosis and estimate approval

BENCH FINDING

FIRST ESTIMATE

REVISION REASON

REVISED ESTIMATE

APPROVAL

APPROVAL RECORD

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BLANK TEMPLATE

Write or type your job details

03 Checks, payment and return

WORK COMPLETED

TESTS PASSED

NOT TESTED

PARTS / ACCESSORIES

APPROVED TOTAL

ADVANCE RECEIVED

BALANCE BEFORE PICKUP

PAYMENT STATUS

PHYSICAL RETURN

OPEN ITEM / NEXT ACTION

Payment status and physical return are separate checkpoints.
Mark a test as not done when you cannot verify it at handover.