Laptop repair job sheet

FICTIONAL SAMPLE

One device · one repair record · intake to return

DEMO-LR-1042

01 Intake and accessories

JOB NUMBER	DEMO-LR-1042
RECEIVED ON	12 Nov 2026, 10:30 am
CUSTOMER / COUNTER	Fictional customer · Sample repair counter
DEVICE	Demo 14-inch laptop · asset DEMO-DEVICE-01
REPORTED ISSUE	Intermittent charging when the cable is moved.
VISIBLE CONDITION	Small scuff on left edge; intake photo noted.
ACCESSORIES RECEIVED	One power adapter and charger cable.
DATA HANDLING	No data access requested for this repair.

02 Diagnosis and estimate approval

BENCH FINDING	Charging jack worn; flex cable damaged on opening.
FIRST ESTIMATE	₹2,950 for charging jack replacement and service.
REVISION REASON	Damaged flex cable found after opening the device.
REVISED ESTIMATE	₹3,450 total, including flex cable replacement.
APPROVAL	Revised ₹3,450 approved before additional work.
APPROVAL RECORD	Fictional approval entry · 12 Nov 2026, 2:10 pm.

Keep passwords, PINs, recovery keys and OTPs off the job sheet.

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03 Checks, payment and return

WORK COMPLETED	Charging jack and flex cable replaced.
TESTS PASSED	AC charging stable for 30 min; battery discharge check passed.
NOT TESTED	External display output: no test monitor available.
PARTS / ACCESSORIES	Old jack retained for collection; charger returned.
APPROVED TOTAL	₹3,450
ADVANCE RECEIVED	₹500
BALANCE BEFORE PICKUP	₹2,950, received before physical return.
PAYMENT STATUS	Paid in full · fictional example.
PHYSICAL RETURN	Laptop and charger returned on 13 Nov 2026, 4:20 pm.
OPEN ITEM / NEXT ACTION	External display test not done; test if customer reports an issue.

Payment status and physical return are separate checkpoints.

Mark a test as not done when you cannot verify it at handover.