

Device Intake Checklist

Phones, tablets, computers and consoles · fill in at the counter, before you quote

RepairAmigo
repairamigo.com

1 · CUSTOMER

Name _____ Phone _____

Other contact _____ Date / time in _____

Best way to reach you: ☐ Text ☐ Call ☐ Email

2 · DEVICE

Type: ☐ Phone ☐ Tablet ☐ Laptop ☐ Desktop ☐ Console ☐ Other

Brand _____ Model _____ Color _____

Serial / IMEI _____ Accessories left (case, charger, SIM, controller) _____

3 · CONDITION AT INTAKE

- ☐ Powers on
- ☐ Screen cracked / lines / dead spots
- ☐ Back glass or housing cracked
- ☐ Frame bent, dented or swollen
- ☐ Signs of liquid damage
- ☐ Missing screws, SIM tray or buttons
- ☐ Previous repair / non-original parts
- ☐ Battery swollen (do not charge)

Mark scratches, cracks and dents here / notes:

4 · TESTS BEFORE REPAIR

OK / Fail / Not tested (N/T). Test what you can with the customer present.

Test	OK	Fail	N/T
Touch & display			
Front / rear cameras			
Speaker, earpiece, mic			
Charging port / charging			
Buttons & switches			
Face / fingerprint unlock			
Wi-Fi, Bluetooth, signal			
Keyboard, trackpad, ports (PC)			
Boots to OS / disc reads (console)			

5 · DATA, PASSCODE & LOCKS

- ☐ Customer told: repairs can erase data. Backup done by customer / not possible / declined.
- ☐ Passcode: customer will unlock for testing at pick-up / gave a temporary passcode / no passcode. (Do not store passcodes on paper you keep.)
- ☐ Account / activation lock status noted (e.g. Find My, Google account).

6 · QUOTE & APPROVAL

Part quality chosen: ☐ Aftermarket ☐ Premium ☐ Original / OEM ☐ N/A

Repair _____ Quoted price _____ Deposit _____

Ready by _____ Approve up to \$ without calling _____

☐ Customer read the warranty policy and the abandoned-device policy (unclaimed after ____ days).

Customer signature _____ Checked in by _____ Ticket # _____