

# Repair Ticket / Work Order

Printable repair ticket for phone, computer and electronics repair shops

**RepairAmigo**  
repairamigo.com

Shop name \_\_\_\_\_ Ticket # \_\_\_\_\_  
Shop phone / address \_\_\_\_\_ Date in \_\_\_\_\_  
Promised by \_\_\_\_\_

## CUSTOMER

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email (optional) \_\_\_\_\_

## DEVICE

☐ Phone ☐ Tablet ☐ Laptop ☐ Desktop ☐ Console ☐ Other

Brand / model \_\_\_\_\_ Color \_\_\_\_\_ Serial / IMEI \_\_\_\_\_

Accessories received \_\_\_\_\_ Passcode handled by \_\_\_\_\_

### Problem reported by customer

### Condition on arrival (cracks, dents, liquid, missing parts)

## ESTIMATE

| Repair / part          | Quality | Qty | Parts | Labor | Line total |
|------------------------|---------|-----|-------|-------|------------|
|                        |         |     |       |       |            |
|                        |         |     |       |       |            |
|                        |         |     |       |       |            |
|                        |         |     |       |       |            |
|                        |         |     |       |       |            |
| Subtotal               |         |     |       |       |            |
| Tax                    |         |     |       |       |            |
| Total                  |         |     |       |       |            |
| Deposit paid           |         |     |       |       |            |
| Balance due at pick-up |         |     |       |       |            |

Customer approves extra charges up to \$ \_\_\_\_\_ Otherwise call before continuing \_\_\_\_\_

**Terms (edit for your shop):** Repairs can erase data; back up first. To the extent the law allows, we are not responsible for data loss or for faults not listed above that existed before the repair. Liquid-damaged devices may fail at any time. Warranty covers the parts we installed and our workmanship for \_\_\_ days, per our warranty policy; it does not cover new damage. Devices not picked up within \_\_\_ days of our "ready" notice may be treated as abandoned as allowed by local law.

Customer signature at drop-off \_\_\_\_\_ Customer signature at pick-up \_\_\_\_\_

## BENCH (TECHNICIAN)

Assigned tech \_\_\_\_\_ Status \_\_\_\_\_ Date completed \_\_\_\_\_

Repair performed \_\_\_\_\_ Parts used (from stock) \_\_\_\_\_

**Tested after repair:** ☐ Display/touch ☐ Cameras ☐ Audio ☐ Charging ☐ Buttons ☐ Signal/Wi-Fi

----- cut here · customer claim stub -----

Ticket # \_\_\_\_\_ Total quoted \_\_\_\_\_ Ready by \_\_\_\_\_

Device \_\_\_\_\_ Deposit \_\_\_\_\_ Bring this stub to pick up your device.