Bike Repair Ticket

Shop name & phone:

No.

Date: ____ / ____ / _____

1 CUSTOMER

Name	Phone
Contact me by ☐ Phone ☐ Text ☐ Email ☐ Other (_____)	**Email / best time to reach**

2 ITEM

Bike (make, model, color)	Type ☐ Road ☐ Mountain ☐ City ☐ E-bike ☐ Other
Frame / serial number	**Keys left with us** ☐ Lock key ☐ Battery key ☐ None

Work requested

☐ Tune-up ☐ Flat ☐ Brakes ☐ Gears ☐ Wheel true ☐ Chain ☐ Cables ☐ Overhaul ☐ Other

Left with the bike

☐ Lights ☐ Lock ☐ Bag ☐ Computer ☐ Battery ☐ Charger ☐ Other (_____)

3 PROBLEM AND REQUEST

Problem (in the customer's own words)

Request ☐ Repair ☐ Estimate only ☐ Rush ☐ Other (_____)	Budget limit $

4 CONDITION AT DROP-OFF (checked with the customer)

☐ Scratches ☐ Dents ☐ Rust ☐ Bent wheel ☐ Worn tires ☐ Loose parts ☐ No other issues

Where and how bad	Checked by

5 ESTIMATE AND DUE DATE

Rough estimate $	After the estimate ☐ Call me before work starts ☐ Go ahead up to $_____	Approved on ____ / ____
Ready by ____ / ____	**Picked up on** ____ / ____	**Payment** ☐ Cash ☐ Card ☐ Deposit $_____ ☐ Other

6 STAFF, PROGRESS AND PICKUP

Taken in by	Repaired by	Progress (tick when done) ☐ In ☐ Estimated ☐ Approved ☐ In repair ☐ Done ☐ Notified ☐ Picked up

At pickup (with the customer) ☐ Claim ticket number matches ☐ Work checked together ☐ Everything left with us returned ☐ Paid	Handed over by

7 PLEASE READ

1. If the repair will cost more than the estimate, we will contact you before doing any extra work.
2. The condition of your item at drop-off is noted in section 4. If we find other problems during the repair, we will let you know.
3. Items not picked up within _____ days after we tell you they are ready are handled according to our shop policy.
4. Please take lights, bags and other accessories with you unless they are listed in section 2. Worn parts we find during the work are reported to you first.

I have read the above. Customer signature	Shop notes

CUT HERE — customer's claim ticket below (bring it to pick up your item)

Claim Ticket (customer copy)

Shop name & phone:

No.

Date: ____ / ____ / _____

Name	Item	
Rough estimate $	**Ready by** ____ / ____	**We'll contact you by**

Condition noted together at drop-off

If the repair will cost more than the estimate, we will contact you before doing the work. Items not picked up within the period in our shop policy are handled according to that policy. Please bring this ticket when you pick up your item.