Camera 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

Type ☐ Camera ☐ Lens ☐ Flash ☐ Other	Brand and model
Serial number	Mount / format

Work requested
☐ Sensor clean ☐ Clean, lube, adjust ☐ Shutter ☐ Focus ☐ Fungus / haze ☐ Light seals ☐ Meter ☐ Other

Left with the item
☐ Lens ☐ Body cap ☐ Battery ☐ Memory card ☐ Strap ☐ Case ☐ Film inside ☐ 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 ☐ Fungus ☐ Haze ☐ Sticky shutter ☐ Won't power on ☐ 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 remove memory cards and film before drop-off. We are not responsible for images on cards or film left in the camera.

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.

Camera repair ticket template — repairkarte.com/en/for/camera (free to edit and use in your shop)