# Alteration Ticket

Shop name & phone:

No.

Date: ____ / ____ / _____

## 1 CUSTOMER

| Name | Phone |
|---|---|
| Contact me by<br>☐ Phone ☐ Text ☐ Email ☐ Other (_____) | Email / best time to reach |

## 2 ITEM

| Garment | Color, fabric, brand |
|---|---|
| ☐ Pants ☐ Jeans ☐ Skirt ☐ Dress ☐ Jacket ☐ Coat ☐ Shirt ☐ Other | |
| **Pieces** | **Needed by (event date)** |
| **Work requested**<br>☐ Hem ☐ Take in ☐ Let out ☐ Sleeves ☐ Zipper ☐ Taper ☐ Patch / mend ☐ Lining ☐ Other | |
| **Measurements and pins** | |

## 3 PROBLEM AND REQUEST

**Problem (in the customer's own words)**

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

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

☐ Stains ☐ Tears ☐ Fading ☐ Missing buttons ☐ Worn fabric ☐ Prior alterations ☐ No other issues

| Where and how bad | Checked by |
|---|---|

## 5 ESTIMATE AND DUE DATE

| Rough estimate | After the estimate | Approved on |
|---|---|---|
| $ | ☐ Call me before work starts ☐ Go ahead up to $_____ | ____ / ____ |
| **Ready by**<br>____ / ____ | **Picked up on**<br>____ / ____ | **Payment**<br>☐ 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)**<br>☐ 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. Once fabric is cut, an alteration cannot be fully undone. Please check the pinned length and fit before you leave.

| 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<br>$ | Ready by<br>____ / ____ | 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.

Alteration ticket template — repairkarte.com/en/for/clothes (free to edit and use in your shop)