Alteration Ticket

Shop name & phone:

No.

Date: ____ / ____ / _____

1 CUSTOMER

Name	Phone

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

2 ITEM

Garment	Color, fabric, brand
☐ Pants ☐ Jeans ☐ Skirt ☐ Dress ☐ Jacket ☐ Coat ☐ Shirt ☐ Other	

Pieces	Needed by (event date)

Work requested

☐ 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	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)	Handed over by
☐ Claim ticket number matches ☐ Work checked together ☐ Everything left with us returned ☐ Paid	

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	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.

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