Repair Intake Form

Shop name & phone:

No.

Date: ____ / ____ / _____

1 CUSTOMER

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

2 ITEM

Item type	Brand / model
Color, marks, serial number (enough to tell it apart from similar items)	Quantity

Left with the item

☐ Case ☐ Box ☐ Warranty card ☐ Cable / charger ☐ Manual ☐ Other (_____)

3 PROBLEM AND REQUEST

Problem (in the customer's own words)

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

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

☐ Scratches ☐ Chips / cracks ☐ Dirt / rust ☐ Bent / warped ☐ Does not work ☐ Missing parts ☐ No visible 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 stub number matches ☐ Work checked together ☐ All accessories 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. Data and settings on electronic items may be lost during repair. Please back up anything you need first.

I have read the above. Customer signature	Shop notes

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

Claim Stub (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 stub when you pick up your item.

Repair intake form template — repairkarte.com/en/guide/repair-intake-form (free to edit and use in your shop)