

Have the customer review and sign when the work is finished. Leave a copy with the customer.

Company	Job / ticket no.	Date	Technician
Customer name	Phone	Email	
Service address			

Work performed

Customer acknowledgment

- ☐ The work described above has been completed.
- ☐ The technician explained the work that was done.
- ☐ The work area was left clean.
- ☐ Additional work was recommended and explained to me (described below).
- ☐ I have declined the recommended work described below.
- ☐ The work is complete except for the items listed below.

Recommended work, exceptions or comments

Signing this form confirms that the work listed was performed. It does not waive any warranty or other rights.

Customer signature	Printed name	Date
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_____ Technician signature	_____ Printed name	_____ Date
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