

Record what was reported, what you found and what you did. Complete one for every visit.

Company	Job / ticket no.	Date	Technician
Customer name	Phone	Email	
Service address			
Equipment make	Model no.	Serial no.	

Complaint (in the customer's words)

Cause: what was tested and found

Readings

Measurement	Before repair	After repair

Correction: work performed

Parts and materials used

Qty	Part no.	Description	Price

Recommendations

- ☐ Customer declined the recommended work listed above
- ☐ Follow-up visit required

Arrival time	Departure time	Labor hours	Total charged
Technician signature	Date	Customer signature	Date