BenchPing | Workshop templates

Bike repair intake form

Shop: _____ Ticket: _____ Date: _____

Customer: _____ Preferred contact: _____

Bicycle identification

Make / model / colour / frame reference when appropriate

Condition and reported symptoms

Brakes / drivetrain / wheels / photo references

Requested service

Customer request / assessment needed / scope exclusions

Accessories left with the shop

Lights / bags / key / battery / charger, if applicable

Estimate and approval record

Amount + currency / scope / decision / date / recorded by

Next update by: _____ Assigned staff: _____

Collection date / recipient: _____

Intake notes record the handoff. Obtain explicit approval before additional paid work.
Keep completed forms private. Apply your own reviewed service and custody policies.

Free template by BenchPing — benchping.com/templates/repair-order-template/ — 2026-10-11