BenchPing

Computer repair intake

REPAIR REFERENCE

CUSTOMER

DATE

DEVICE / MANUFACTURER

MODEL

SERIAL

REPORTED PROBLEM (CUSTOMER'S WORDS)

VISIBLE CONDITION AT INTAKE

ACCESSORIES RECEIVED

- [ ] Power adapter / cable
- [ ] External drive / media
- [ ] Case / bag
- [ ] Dock / dongle
- [ ] Keyboard / mouse
- [ ] Other

REPORTED BACKUP: YES / NO / UNKNOWN

CUSTOMER WILL SIGN IN FOR TESTING IN PERSON: YES / NO

PREFERRED UPDATE: EMAIL / SMS / BOTH

INTAKE NOTES / FUNCTIONS NOT TESTED

CUSTOMER ACKNOWLEDGEMENT (USE YOUR SHOP'S REVIEWED TERMS)

CUSTOMER SIGNATURE

DATE