BenchPing | Workshop templates

Jewelry repair intake form

Shop: _____ Ticket: _____ Date: _____

Customer: _____ Preferred contact: _____

Piece and identifying details

Metal / markings / stone description / matching pieces

Condition at intake

Visible wear / customer-reported issue / photo references

Requested work

Sizing / clasp / setting / other work requested

Items left with the shop

Box / pouch / matching piece / other accessories

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