BenchPing | Workshop templates

Shoe repair ticket

Shop: _____ Ticket: _____ Date: _____

Customer: _____ Preferred contact: _____

Pair identification

Brand / size / colour / left and right item tags

Condition at intake

Sole / heel / upper / lining / photo references

Requested work

Heel replacement / sole / stitching / finish

Materials and finish agreed

Material / colour / match limitations / customer choice

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