

# SERVICE REPORT



Call received	Date:	Time:	Employee Name :
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Customer		System	
Location			
Contact Person			

Contract <input type="checkbox"/>	Chargeable <input type="checkbox"/>	Warranty <input type="checkbox"/>	Other <input type="checkbox"/>	
Phone sup. <input type="checkbox"/>	SW Update <input type="checkbox"/>	Survey <input type="checkbox"/>	Delivery <input type="checkbox"/>	Other _____
On site <input type="checkbox"/>	HW Upgrade <input type="checkbox"/>	Installation <input type="checkbox"/>	Ex workshop <input type="checkbox"/>	_____
Meeting <input type="checkbox"/>	Training <input type="checkbox"/>	Re-installation <input type="checkbox"/>		_____

Arrived on site	Date:	Time:	Departure from site :	Date:	Time:
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Problem description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Work performed : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Job completed : <input type="checkbox"/>	Pending : <input type="checkbox"/>	Needs Spares: <input type="checkbox"/>	Under test : <input type="checkbox"/>
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Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting point	Car Used	Paid	Employee Signature	Customer Signature
			Date: _____	Date: _____

Manager App. \_\_\_\_\_