Shop name

Address

Phone / WhatsApp GSTIN

REPAIR JOB CARD

Mobile / Tablet / Laptop

Job No. _____

1 JOB DETAILS

Received on _____ Time _____

Expected delivery _____

Technician _____

2 CUSTOMER

Name _____

Mobile (WhatsApp) _____

Alt. mobile _____ City _____

3 DEVICE & PROBLEM

Brand & model _____ Colour _____

IMEI 1 / Serial No. _____

IMEI 2 _____

Problem reported by customer

_____

_____

_____

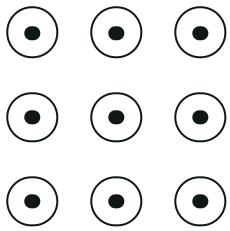
Condition on arrival

- ☐ Phone switches ON
- ☐ Dead / not switching ON
- ☐ Screen cracked
- ☐ Back glass cracked
- ☐ Scratches / dents
- ☐ Liquid / water damage

_____

LOCK

Draw the pattern (1 = start)



PIN / Password _____

- ☐ No lock
- ☐ Customer will not share

4 ACCESSORIES RECEIVED

- ☐ Charger / adapter
- ☐ USB cable
- ☐ SIM card(s): ___
- ☐ SIM tray
- ☐ Memory / SD card
- ☐ Back cover / case
- ☐ Box / bill
- ☐ Other: _____

5 ESTIMATE & ADVANCE

Estimated repair cost ₹ _____

Advance received ₹ _____

☐ Cash ☐ UPI ☐ Card

Balance at delivery ₹ _____

6 TERMS & CONDITIONS

1. Please back up your data. The shop is not responsible for loss of data, photos or contacts during repair.
2. The estimate is approximate. Any extra fault found after opening the device will be repaired only after your approval.
3. Devices not collected within 30 days of the ready date may attract storage charges or be disposed of.
4. Replaced parts carry the warranty written on the final bill. No warranty for physical, liquid or burn damage.
5. Bring this job card at the time of delivery.

Customer signature
I agree to the terms above

Received by (shop)

Delivered on ___ / ___ / _____

CUSTOMER SLIP — Job No. _____ Date _____ Device _____ Advance ₹ _____ Delivery _____

Keep this slip and show it when you collect your device.

Free template by **Kiwikit** — prefer digital job cards with IMEI search and WhatsApp updates? www.kiwikit.in