

ELECTRONIC REPAIR FORM

The Repair Firm must determine whether the internal damage to an electrical or electronic item was caused by the item being dropped or mishandled in shipment, or whether the damage was due to age, wear and tear, a manufacturer's defect or other factor(s). Request that the Repair Firm complete this form to the best of their ability.

1. Repair Firm Name & Address: _____

2. Repair Firm Telephone Number: _____

3. Owner's Name: _____

4. Item Examined: _____
(Make)

_____ (Model) _____ (Year Manufactured)

5. There (was) (was not) external damage to this item.

Description and location of new external damage is: _____

Description and location of old external damage is: _____

6. I (was) (was not) able to determine the cause of any new external damage. To the best of my knowledge and belief, the damage was caused by: _____

7. There (was) (was not) internal damage to this item.

Detailed description of internal damage is: _____

8. I (was) (was not) able to determine the cause of the internal damage. To the best of my knowledge and belief, the damage was caused by: _____

9. Was the internal damage caused by shipment: (Circle one of the choices below):

- a. Definitely b. Probably c. Possibly d. No e. Can't tell

10. The specific reasons for my conclusions regarding the internal damage are: _____

11. My experience as a repair technician is (state years experience and area of experience):

12. I estimate the cost of repairing the internal damage is:

(parts) _____ \$ _____

(parts) _____ \$ _____

(parts) _____ \$ _____

Cleaning, adjustments, or other services: \$ _____

Tax: \$ _____

Labor: \$ _____

Total: \$ _____

13. Please list any charges which are not actually necessary to repair this item so that it properly functions (for example, list charges for cleaning, adjustment or other services which would not be required except as periodic maintenance).

Servicing charges not necessary: \$ _____

14. If there is new external damage to this item that your firm can repair, what are those charges:

Exact nature of repairs: _____

Total cost of external repairs: \$ _____

Tax: \$ _____

Labor: \$ _____

Total: \$ _____

15. If the repairs related to this estimate are completed with your business/company at a later date is the cost/fee for this Repair Estimate deducted from the total cost of the repair? Please circle one of the choices below:

- a. Yes b. No c. No Fee Charged

16. Please Print Name: _____

17. Signature: _____

18. Date: _____

Thank you for taking the time to complete this form.