

SERVICE WORK SHEET

FORMAT NO.:

Order No	Order Date	Customer Name & Details			
Equipment / Device Serial No.		Equipment / Device Model No		Equipment / Device Model Name	
Equipment / Device Description / Type / Details					
Service Type					
Complain Short out	Routine Services	Guarantee / Warranty Services	Others Please Specify...		
Customer view			Problem Identified		
Root Cause			Correction / Preventive Services		
Parts / Material Change / Installed Repairing Details				Total Service Time	Total Manpower
Service Engineer Signature			Customer Signature		