# Repair Service Intake Form

*This form is used to capture essential customer information, equipment details, and the reported issues for any repair service request. This helps the repair team assess, track, and resolve issues efficiently while maintaining clear documentation.*

## Customer Information

**Full Name:** {fullName}

**Phone Number:** {phoneNumber}

**Email Address:** {email}

**Preferred Contact Method:** {contactMethod}

**Address:** {address}

## Device Information

**Device Type:** {deviceType}

**Brand:** {brand}

**Model:** {model}

**Serial Number:** {serialNumber}

**Purchase Date:** {purchaseDate}

## Issue Details

**Description of Problem:**

{issueDescription}

{#hasPhysicalDamage}

**Physical Damage Present:** Yes

**Damage Description:**

{damageDescription}

{/hasPhysicalDamage}

{^hasPhysicalDamage}

**Physical Damage Present:** No

{/hasPhysicalDamage}

{#additionalIssues}

### Additional Issues

* {issue}

{/additionalIssues}

## Accessories Submitted

Please list any accessories the customer submitted with the device (e.g. charger, case).

{#accessories}

* {item}

{/accessories}

## Warranty and Insurance

**Is the device under warranty?** {underWarranty}

{#hasInsurance}

**Insurance Provider:** {insuranceProvider}

**Policy Number:** {policyNumber}

{/hasInsurance}

{^hasInsurance}

**Insurance:** Not Provided

{/hasInsurance}

## Service Preferences

**Request Type:** {requestType}

**Preferred Completion Date:** {preferredCompletionDate}

**Technician Notes:**

{technicianNotes}

## Customer Acknowledgment

I, **{fullName}**, acknowledge that the above information is accurate to the best of my knowledge. I agree to the terms and conditions for repair services provided by the service center.

**Customer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** {signatureDate}