



COMPUTER REPAIR WORK ORDER FORM

CUSTOMER INFORMATION

Name: (First) _____ (Last) _____

Address:

Street Address: _____

Street Address Line 2: _____

City: _____ State/Province: _____

Post Code: _____

Phone Number: _____

Email: _____

Company Name: (if applicable) _____

DEVICE INFORMATION

Device Type: ☐ Desktop ☐ Laptop ☐ Tablet ☐ Other: _____

Brand/Make: _____

Model: _____

Serial Number: _____

REPAIRS REQUESTED (*Check all that apply*)

- | | |
|--|--|
| <input type="checkbox"/> Touchpad | <input type="checkbox"/> Mouse |
| <input type="checkbox"/> Keyboard | <input type="checkbox"/> LCD |
| <input type="checkbox"/> Fan | <input type="checkbox"/> Hard Drive |
| <input type="checkbox"/> System Board | <input type="checkbox"/> File Recovery |
| <input type="checkbox"/> Optical Drive | <input type="checkbox"/> Heat Sink |
| <input type="checkbox"/> AC Adapter | <input type="checkbox"/> CPU |
| <input type="checkbox"/> Hinge | <input type="checkbox"/> RAM Memory |
| <input type="checkbox"/> CD-ROM | <input type="checkbox"/> Removable Drive |
| <input type="checkbox"/> Printer | <input type="checkbox"/> Network Card |
| <input type="checkbox"/> Application Problem | <input type="checkbox"/> Virus |

☐ Other: _____



PROBLEM DESCRIPTION

Please provide a detailed description of the problem:

TERMS & CONDITIONS

Please read carefully and sign below:

1. **Late Fee:** A late fee of \$15 will be applied to the invoice if payment is not received within 14 days of the issue date, and an additional \$15 will be charged for each further 14-day period the invoice remains unpaid.
2. **Collection:** Devices not collected within 14 days of completion notification may incur storage fees of \$5 per day.
3. **Liability:** A to PC is not responsible for data loss. Customers are advised to back up their data before submitting devices for repair.
4. **Parts & Labor:** All New parts are subject to manufacturers warranty, All refurbished parts are warranted for 90 days from date of installation. Labor warranty is 30 days.
5. **Authorization:** I authorize A to PC to perform the repairs listed above and agree to pay the labour, parts or any late fee (if incurred) costs.
6. **Australian Consumer Law:** Nothing in these terms and conditions limits or excludes your rights under the Australian Consumer Law. You are entitled to statutory guarantees that cannot be excluded, and these terms are to be read subject to those guarantees.

CUSTOMER ACCEPTANCE

I have read, understood, and agree to the terms and conditions outlined above.

Customer Signature: _____ **Date:** _____

Print Name: _____



FOR OFFICE USE ONLY

Technician Assigned: _____

Date Received: _____

Priority: ☐ Standard ☐ Urgent ☐ Rush

Diagnosis Notes:

Work Performed:

Parts Used:

Part Description	Part Number	Quantity	Cost
			\$
			\$
			\$
			\$
			\$
			\$

Labor Hours: _____ @ \$ _____ /hr = \$ _____

Total Parts Cost: \$ _____

Total Labor Cost: \$ _____

TOTAL COST: \$ _____

Completion Date: _____

Customer Notified: ☐ Yes ☐ No **Date:** _____

Collection Date: _____

Technician Signature: _____ **Date:** _____