

Service Report Template

Company Name

Address Line

Phone#

Email Address

City:

Zip Code:

| SERVICE REPORT | | | |
| --- | --- | --- | --- |
| CSR No. | | Date: | |
| **Customer Name:** | | | |
| **Address:** | | | |
| **City:** | **State:** | | **ZIP Code:** |
| **Status of Call: Warranty or AMC (Please Tic)** | **Instruction From**  **Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ On\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| Nature of ProblEM | | | |
| **Detail Problem Reported:** | | | |
| **System Down: Yes / No (Please Tic)** | | | **Equipment Type:** |
| **Make:** | **Model** | | **Serial No.** |
| **Call Reported by:** | **Date:** | | **Time:** |
| **Location of Installation:** | | | |
| Service DETAILS | | | |
| **Service Rendered:** | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Engineer’ s Remarks: | | | | | Status after Service:  (Please circle)  Complete/ Incomplete/ Pending for spares/ Under Observation/ Working solution provided |
| Defects found on inspection: | | | | | |
| Events: ( Date & Time) | | Start of Service: | | End of service: | |
| **PLEASE RATE THIS CALL BY TICKING AN OPTION** | | | | | |
|  | | | | | |
| Extremely Satisfied | Satisfied | | Dissatisfied | | Annoyed |
| **CUSTOMER FEEDBACK** | | | | | |
| Remarks: | | | | | |
| Name : | | | Designation: | | Phone/Fax: |
| Email: | | | | | |
| Signature: | | | Date: | | Place: |