

Maintenance Service Repair Receipt

Receipt No.:

Date:

Customer Name:

Phone:

Service Address:

Equipment/Item:

Description of Problems / Service Requested:

Work Performed:

Parts/Material	Qty	Rate	Amount
.....
.....
.....

Labor Charge:

Other Charge:

Total Amount:

Customer Signature

Technician Signature

Additional Remarks:

.....

Important Notes:

- This receipt serves as proof of service and payment between customer and service provider.
- Details should be filled out clearly, especially for handwritten receipts.
- Keep a copy for both customer and company records.
- All service details, itemized charges, and authorizations must be accurate.
- Receipt is valid only with appropriate signatures.