

# 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.