

BICYCLE REPAIR / JOB CARD

Record the customer's report at intake. Complete the workshop and collection sections as the job progresses.

JOB NUMBER

Date in

Mechanic

Customer / phone

Bike make / model

Bike ID / colour

Estimate reference (if issued)

Customer's reported problem

Symptoms, when they happen and requested outcome

REQUESTED WORK ☐ Service ☐ Tyres ☐ Gears ☐ Brakes ☐ Other

Workshop record

Work carried out

Parts used / reference

Time / initials

Collection and follow-up

FOLLOW-UP

Awaiting parts / customer reply:

COLLECTION

Contacted on: _____

Collected by / date: _____

Workshop contact: _____