

REPAIR CAFÉ / ITEM TICKET

Assign a ticket number and keep it with the item. Record what was reported, what was done and what the owner should know.

TICKET NO. _____ CAFÉ / SESSION _____

Owner / preferred contact

Item / make / model

OWNER REPORT

Fault / what happens:

When it happens:

ITEM RECEIVED

Accessories: _____

Visible condition: _____

Label / photo ref.: _____

Work record

Volunteer / time

Work / observation

Parts used / reference

OUTCOME ☐ Repaired ☐ Partly repaired ☐ Unchanged ☐ Not attempted

Explain the outcome

Unfinished work / information passed to the owner

Recorded by / date

Collected by / date