



JOB DETAILS FORM

Company :

Address :

Contact Name :

Phone : Order No. :

Email :

Timeframe : Urgent (1-2 days) ASAP (2-3 days) Standard (3-5 days) Other : By Set Date || Spare
Incurs Fee

Unit Name & Model No. :
.....

Serial No. :

Machine :

Additional Goods :

Replacement Price :

Power In : Previous Repair (JO & Date) :

Fault :

Notes : Fault Freq, Action Taken & Other Relevant Info etc :
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Assess

Assess Time Allowance : hrs.

I accept that a Minimum Charge of 1 hour applies unless otherwise agreed.

I declare that all the above details are correct.

Signed : Date :

Office Use:

- Ostendo Job Order List Job Folder Job Details Filed

Company :
Job Order :