

Ray's Leather Repair Service Form Sample

Origin Date	Company / Item	Customer Contact Info	Invoice / Delivery	Manufacture Invoice Info	Summary	Status
DATE SERVICE WAS REQUESTED?	WHO MADE THE FURNITURE? INVENTORY #S & DESCRIPTION	NAME, ADDRESS, ZIP, PHONE# APP#	CUSTOMER'S INVOICE # & DELIVERY DATE	YOUR INVOICE# FROM FACTORY AND PO#	WHAT IS THE COMPLAINT? WHAT IS GOING ON?	WHEN IS SERVICE SCHEDULED? WHO IS PAYING THE BILL?
2/15/2011 COMPLETE	Natuzzi Americas 2010/913045/004 MODA297 - 3STR - 6388077 - TG15SB	Rick Jones Meet at warehouse to repair	Purchased 02/17/11 Delivered 02/17/11 Invoice# 87257	Invoice# 3010014995 Natuzzi PO# NATU3445667	RLR - Large square shaped cut on LSF bottom foot panel from packing,(PHOTOS TAKEN) Showroom model needed legs.	RLR - Waiting on approval from Rep SVC Scheduled for Wednesday 02/16/11@ 12pm SERVICE COMPLETED BILLED NATUZZI!
3/1/2011	Catnapper CN4840/2212-43 Wellington Lift Chair	John Smith 2345 45th Ave. Sweethome, OR 97386 HM 541-444-1245	Invoice#10964 Purchased 02/16/11	CATN Invoice # ??? Invoice Date: ??? PO# ???	Problem with lift chair, arm raises up with seat box. Sounds like a bolt is needed to attach to T-Nut. (hardware needed)	CALLED AND SCHEDULED FOR 03/08/11 Time 12-2pm BILL CATNAPPER
1/13/2011 COMPLETE	Lazar Industries Retro Sofa #M579082/F-F783	Pat Micheals 1155 Hazel Street Depoe Bay OR 541-555-6050	Invoice#236523 Delivered 11/13/10	Invoice # 317540 Invoice Date: 11/10/06 PO# Lain10506	Creak coming from inside sofa, possible frame issue. RLR - REPAIRED SEPERATED FRAME, (PHOTOS TAKEN)	RLR - COMPLETE 02/03/11 BILLED ABC Furniture 02/10/11 INVOICE#1004 1.75hrs (Oregon Coast Plus 60 Zone) Charge-back to Lazar
2/20/2011 - COMPLETE - **PAID** Invoice# 100234 4/4/2011	Cheers Modular 8698-370 Sectional	Matt Wayne 190 Ball Road, Portland OR HM 503-333-0987	Invoice#3489012 Delivered 2/25/2011	Cheers Invoice # 345698 Invoice Date:1/11/2011 PO# CHEER01928	Open seam in leather seat, approval given by Rep. RLR - REPAIRED SEAM (PHOTOS TAKEN)	CALLED AND SCHEDULED FOR 03/15/11 Time 9-11am BILL STORE INVOICE# 100124 Charge-back to CHEERS per Rep.